





U.S. Department of Justice  
Federal Bureau of Prisons

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# Technical Reference Manual

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SUBJECT: Property Management

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## PROPERTY MANAGEMENT

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## GENERAL

The purpose of this Technical Reference Manual (TRM) is to provide instructional, descriptive, and explanatory technical reference material which supplement requirements defined in Program Statement (PS) 4400.03, Property Management Manual.

The manual is primarily for staff involved in the management of information related to the acquisition, accountability, utilization, maintenance, transfer, and disposition of personal and real property throughout the Federal Bureau of Prisons (Bureau).

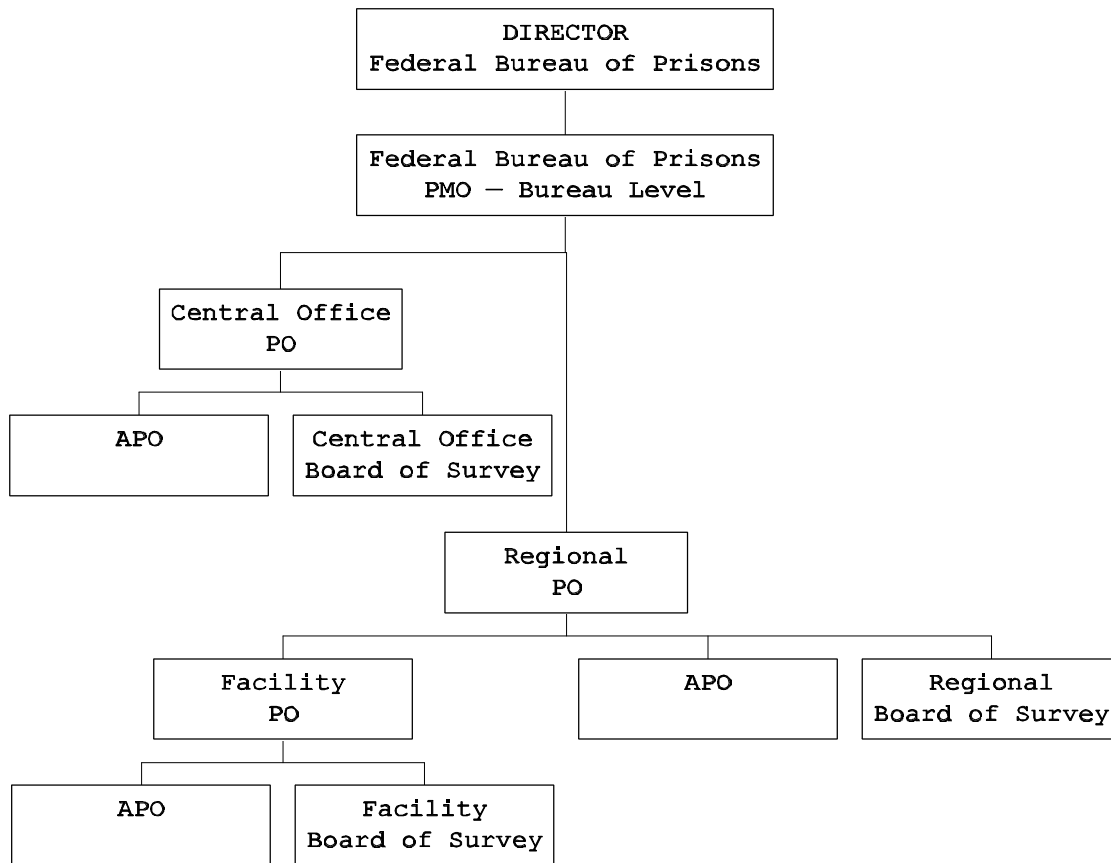
Achievement of effective property utilization and accountability through the utilization of information provided in this manual will ensure fulfillment of the program objective of maintaining an efficient property management system to meet the requirements of all pertinent property management regulations.

For property management policy requirements, authority, and delegations of authority, see PS 4400.03.

## RESPONSIBILITIES FOR PROPERTY MANAGEMENT

GENERAL. This chapter outlines technical procedures and functions of individuals and committees within the Bureau's property management system and defines the organizational relationship of individuals and/or committees.

The organizational chart on the next page depicts the relationships shown in Chapter 2 of PS 4400.03.



#### LEGEND

PMO....Property Management Officer  
(Central Office)  
APO....Accountable Property Officer  
PO.....Property Officer/Inventory  
Management Specialist

## IDENTIFICATION AND DEFINITIONS OF PERSONAL PROPERTY

The Program Statement identifies and defines all aspects of personal property.

This chapter shall be reserved for additional technical reference materials.



## ADMINISTRATION OF PERSONAL PROPERTY

GENERAL. This chapter provides instructions for the identification of controlled personal property within the Bureau. Information on procedures to follow when equipment is removed from the facility for repair is included in PS 4400.03. Requirements regarding the administration of personal property, including the required use of property tags, are included in PS 4400.03.

### CONTROLLED PROPERTY IDENTIFICATION.

a. The facility warehouse staff tags each item of controlled personal property, upon receipt, with a Federal Prison System Identification (FPS-ID) number. Leased or loaned property is not to be permanently marked, but an FPS-ID tag is to be affixed to the item. Due to possible damage, personal computer's central processing unit is not etched but tagged.

b. The Warehouse Supervisor or designee maintains the stock of property tags in a secure location.

c. Receiving Reports indicate in the "article" column the FPS-ID number for the newly acquired property.

If at any time it is necessary to void an FPS-ID number, attach the FPS-ID sticker to the corresponding number in the log. This procedure is not to be confused with survey procedures.

## INVENTORIES - CONTROLLED PERSONAL PROPERTY

GENERAL. This chapter provides technical procedures to be followed when conducting a complete physical inventory of controlled personal property and guidance for the use of transaction registers.

1. ANNUAL INVENTORY. The annual inventory (wall-to-wall) property register reflects property on hand for each Accountable Property Officer (APO) as of the last working day of March. This listing is used by the APO performing the inventory.

a. The APO performing the inventory verifies property listed on the property register with property in the facility. When property is located, the property location is recorded on the property register in the column marked "Location." After completing the physical inventory, the APO performing the inventory signs the property register in the signature block marked "Inventory." The APO being inventoried signs the property register in the block marked "Certification." Both signatures only acknowledge both APOs completed the physical inventory; it is not intended to indicate all property was located or inventory differences do not exist.

b. The APO conducting the inventory prepares a "Report of Equipment Inventory Differences" (RID) (Attachment 5-A) for "missing and add" property and returns it to the Property Officer (PO) with the property registers. The APO performing the inventory also completes all requested information on the RID. The column marked "APO Explanation" is used to explain efforts to locate the property. The PO completes the column marked "PO Disposition" to document the disposition of reconciliation. A RID signed by the APO is not required if there is no inventory discrepancies.

c. The APO being inventoried initiates a Report of Survey for "missing and add" property after reconciliation efforts have been completed. A memorandum accompanies the Report of Survey providing detailed justification to support the removal of "missing" property and addition of "add" property to the SENTRY Property Management System (SPMS).

d. After the Board of Survey approves the Report of Survey, the PO makes adjusting entries to the SPMS, using the Report of Survey number as the source document.

e. Reconciliation of inventory differences is completed by July 31 of the current year.

2. **CONTROLLED PROPERTY TRANSACTION REGISTER.** The APO verifies the accuracy of the controlled property transaction register by comparing the register to all accomplished documents (e.g., Report of Survey, Stores Requisition, etc.) which affect the APO's property accountability.

If the APO discovers any discrepancies, the APO notifies the PO to initiate corrective action. The APO signs the original of the transaction register after the APO has verified and taken corrective action on discrepancies. The following statement appears on each transaction register:

"I certify that I have reviewed the above property transactions and have indicated any activity not listed above (Program Statement 4400.03, Chapter 5)."

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Accountable Property Officer

Date

After signing the transaction register, the APO returns the registers to the PO.

## REPORT OF EQUIPMENT INVENTORY DIFFERENCES

Cost Center: \_\_\_\_\_ Performance Measurement System: \_\_\_\_\_ Project: \_\_\_\_\_

| (M)<br>(A) | FPS-ID<br>NUMBER | DESCRIPTION | SERIAL<br>NUMBER | APO<br>EXPLANATION | PO<br>DISPOSITION |
|------------|------------------|-------------|------------------|--------------------|-------------------|
|            |                  |             |                  |                    |                   |
|            |                  |             |                  |                    |                   |
|            |                  |             |                  |                    |                   |
|            |                  |             |                  |                    |                   |
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|            |                  |             |                  |                    |                   |
|            |                  |             |                  |                    |                   |
|            |                  |             |                  |                    |                   |

\_\_\_\_\_  
Signature of APO performing inventory

ACQUISITION, TRANSFER, AND DISPOSAL OF EXCESS PERSONAL PROPERTY

GENERAL. This chapter provides guidelines to assist the PO with the acquisition, transfer, and disposal of excess personal property.

1. ACQUISITION OF EXCESS PERSONAL PROPERTY includes these guidelines:

a. Careful and adequate screening is conducted to ensure only usable property is obtained.

b. All personal property acquired from excess is certified as to the need and approved by the Cost Center Manager. The certification is attached to the numerical copy of the Transfer Order, Excess Personal Property form (SF-122) (Attachment 6-A).

c. Consideration is given to the expense of acquiring the excess property (i.e., shipping, storage, and repair costs) compared to procurement.

2. ACQUISITION FOR REDISTRIBUTION. Facilities are authorized to acquire excess property for redistribution to other facilities utilizing the following procedures:

a. The screening facility "freezes" the property, offers the property to other facilities via SENTRY, Groupwise or telephone, and then directs the delivery to the designated facility.

b. All excess property transactions and agreements with other Government agencies are confirmed in writing utilizing an SF-122.

3. APPRAISAL OF EXCESS/DONATED PERSONAL PROPERTY.

a. When the facility receives excess/donated personal property, the property is appraised using the General Services Administration (GSA) condition code. The condition code and percentage of acquisition cost valuation table is listed below:

| <u>Condition Code</u> | <u>Percentage of Acquisition Cost</u> |
|-----------------------|---------------------------------------|
| 1-4                   | 75%                                   |
| 5-7                   | 50%                                   |
| 8-9                   | 30%                                   |
| X                     | 25%                                   |

b. The Board of Survey appraises Commodity Credit Corporation (C.C.C.) commodities at the current local fair market value.

c. Personal property in the SPMS that has been transferred within the Bureau need not be appraised. The gaining facility uses the value established at the transferring facility.

d. The receiving report for excess/donated property is prepared in the same manner as for purchased property. The appraised value is typed on the receiving report with the word "Donated."

Property received at no charge from, and paid for by the Central Office, is not to be appraised nor considered donated; however, a no-charge receiving report is prepared and a copy mailed to the Supervisory Contract Specialist (SCS), Central Office, Business Office.

#### **4. TRANSFER OF EXCESS PERSONAL PROPERTY WITHIN BUREAU**

**FACILITIES.** Personal property transferred between the Bureau facilities is supported by a Stores Requisition. The Stores Requisition is processed as follows:

a. The Stores Requisition is prepared at the transferring facility.

b. Three copies are forwarded to the gaining facility.

c. The PO retains a copy for input into the SPMS to establish a record of the transfer.

d. The gaining facility acknowledges receipt of the property and returns two copies to the transferring facility.

e. The gaining facility retains a copy as a record of the transfer.

The PO, receiving the transferred property, is responsible for making the appropriate SPMS entry to remove the property from **"In-Transit"** status. Cost Center 322, Performance Measurement System 538, is used as the accountability codes on the Stores Requisition.

The Regional PO reviews SPMS "TRI"-"TRO" functions quarterly to ensure property transactions between facilities have been completed. The Regional PO maintains documentation regarding the monitoring of incomplete transactions and action required to complete the transactions on file.

5. **TRANSFER OF EXCESS PERSONAL PROPERTY TO DEPARTMENT OF JUSTICE (DOJ) BUREAUS**. DOJ bureaus are offered excess property prior to offering to non-DOJ agencies. A listing of excess property to be offered to DOJ bureaus is prepared for each commodity group number. Acquisition value is the original acquisition cost to the Bureau, or if unknown, the cost is estimated and identified by an "E." The listing includes the following information:

NAME AND ADDRESS OF THE FACILITY  
NAME OF PROPERTY OFFICER  
TELEPHONE NUMBER  
FPS-IDENTIFICATION NUMBER  
SENTRY PROPERTY MANAGEMENT SYSTEM ITEM NUMBER  
DESCRIPTION (including type, size, model, serial  
number, mileage, make, etc.)  
  
UNIT OF ISSUE  
QUANTITY  
UNIT ACQUISITION VALUE  
CONDITION CODE

a. Distribution of listings. Listings are distributed in accordance with paragraph 6.

b. Numbering. The listing is numbered serially as issued, preceded by the facility number and the fiscal year digit. The listing includes an expiration date, normally 30 days from the date of issue.

c. Informal arrangements. Contacts and transfer arrangements may be made by telephone to DOJ bureaus interested in excess personal property. No referral to the Regional or Central Office is needed.

d. Files. The facility PO maintains a file on excess property offered to any other facility, bureau, or agency.

e. Transfers. An SF-122 is used to transfer personal property to DOJ bureaus.

6. **DISTRIBUTION OF SCREENING LISTINGS.** A copy of the screening listing is forwarded to the attention of the following:

|                                                                                                                                                                         |                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Federal Bureau of Investigation<br>Chief<br>Property Management Unit<br>1331 Pennsylvania Avenue NW<br>North Tower, Suite 504<br>Washington DC 20004                    | Federal Prison Industries<br>Controller<br>Office of the Controller<br>Room 8044<br>400 First Street NW<br>Washington DC 20534                                  |
| Department of Justice<br>Director<br>Administrative Services Division<br>Office of Justice Programs<br>1331 Pennsylvania Avenue NW<br>Suite 1060<br>Washington DC 20531 | Immigration and Naturalization<br>Service<br>Chief, General Services Branch<br>Office of Administration<br>425 I Street, NW<br>Room 2114<br>Washington DC 20536 |
| U.S. Marshals Service<br>Chief<br>Property Management Branch<br>Administrative Services Division<br>600 Army-Navy Drive<br>Arlington VA 22202                           | Drug Enforcement Administration<br>Chief<br>Property Management Unit<br>Office of Administration<br>700 Army-Navy Drive<br>Arlington VA 22202                   |

7. **TRANSFER OF EXCESS PERSONAL PROPERTY TO GSA.** Excess property is reported to GSA after screening within the Bureau and DOJ utilizing a Report of Excess Personal Property form (SF-120) (Attachment 6-B). The form is completed as follows:

Block 1 - Type the facility Activity Address Code/BOAC number plus Julian date.

Block 2 - Type the date mailed.

Block 3 - Type the total acquisition cost for all items under 18(g).

Block 4 - Type "X" in appropriate square.

Block 5 - Type the name and address of the appropriate GSA office.

Block 6 - Type "Reimbursement not Required."

Block 7 - Type "Justice-Prisons 1519" and the name and address of the facility.



- Block 8 - To be signed by the Board of Survey Chairman or PO.
- Block 9 - Type "Property Officer" and the name and address of the facility.
- Block 10 - Type "Same as Block 8."
- Block 11 - Type the mailing address of the facility.
- Block 12 - Leave Blank.
- Block 13 - Type the two-digit Federal Supply Classification (FSC) Group Number (separate reports are required for each commodity group). Each line item shall have four digits (0001, 0002, etc.).
- Block 14 - Type the name and address of the facility, unless material is located elsewhere.
- Block 15 - Type "X" under "No."
- Block 16 - Leave Blank.
- Block 17 - Leave Blank.
- Block 18 - Self-explanatory. Facilities shall describe items in sufficient detail (e.g., make, model, serial number, style, weight, mileage, etc.). Identify by the GSA or FSC stock number, if applicable.

Near the bottom of the page, type "This property has been screened for requirements within the agency."

8. **RECOVERY OF SILVER.** The DOJ Interservice Support Agreement (Attachment 6-C) with the Defense Reutilization and Marketing Service (DRMS) provides support to the DOJ to effect the recovery of silver from x-ray hypo solution and film.

Paragraph 6 of the Agreement specifies the responsibilities of the DOJ, including the Bureau, and the DRMS in connection with the silver recovery process.

If sufficient quantities of x-ray scrap are generated to warrant recovery of the silver content, arrangements are made with the nearest DRMS to receive the scrap. Delivery of the scrap to the DRMS is done annually or more frequently at the discretion of the PO and Health Services Administrator (HSA).

The PO prepares a Stores Requisition for x-ray scrap removed for delivery to the DRMS. The HSA retains a copy as a temporary receipt until the PO returns a completed and signed Department of Defense Form 1348-1, "Single Line Item Release/Receipt Document" from the DRMS. The PO retains the form on file with a copy to the HSA for program review purposes.

If the DRMS does not have the capabilities to accept recovered silver or the cost to transport the silver, due to distance, outweighs any benefit to the Government; the facility may reimburse UNICOR or a contractor to properly dispose the silver. The PO shall obtain a signed Stores Requisition or contractor invoice as proof of delivery.

| STANDARD FORM 122<br>JUNE 1974<br>GENERAL SERVICES<br>ADMINISTRATION<br>FPMR (41 CFR)<br>101-32.306 and<br>101-43.315 |                     | <b>TRANSFER ORDER<br/>EXCESS PERSONAL PROPERTY</b>                                                                      |                                             | 1. ORDER NO.<br><br>2. DATE |                                        |                |
|-----------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------|----------------------------------------|----------------|
| 3. TO: GENERAL SERVICES ADMINISTRATION*                                                                               |                     |                                                                                                                         | 4. ORDERING AGENCY (Full name and address)* |                             |                                        |                |
| 5. HOLDING AGENCY (Name and address)*                                                                                 |                     |                                                                                                                         | 6. SHIP TO: (Consignee and destination)*    |                             |                                        |                |
| 7. LOCATION OF PROPERTY                                                                                               |                     |                                                                                                                         | 8. SHIPPING INSTRUCTIONS                    |                             |                                        |                |
| 9. ORDERING AGENCY APPROVAL                                                                                           |                     |                                                                                                                         | 10. APPROPRIATION SYMBOL AND TITLE          |                             |                                        |                |
| A. SIGNATURE                                                                                                          |                     | B. DATE                                                                                                                 |                                             | 11. ALLOTMENT               |                                        |                |
| C. TITLE                                                                                                              |                     |                                                                                                                         |                                             | 12. GOVT. B/L NO.           |                                        |                |
| 13. PROPERTY ORDERED                                                                                                  |                     |                                                                                                                         |                                             |                             |                                        |                |
| GSA AND<br>HOLDING<br>AGENCY NO.<br>(a)                                                                               | ITEM<br>NO.<br>(b)  | DESCRIPTION<br>Include your name, FSC Group and Class Condition<br>Code and, if available, National Stock Number<br>(c) | UNIT<br>(d)                                 | QUANTITY<br>(e)             | ACQUISITION COST<br>UNIT (f) TOTAL (g) |                |
|                                                                                                                       |                     |                                                                                                                         |                                             |                             |                                        |                |
| 14. GSA APPROVAL                                                                                                      |                     | A. SIGNATURE                                                                                                            |                                             | B. TITLE                    |                                        |                |
|                                                                                                                       |                     |                                                                                                                         |                                             | C. DATE                     |                                        |                |
| FOR<br>GSA<br>USE<br>ONLY                                                                                             | AGENCY AND LOCATION |                                                                                                                         |                                             | FSC                         | CONDITION                              | SOURCE<br>CODE |
|                                                                                                                       | AGENCY              | STATE                                                                                                                   |                                             |                             |                                        |                |
|                                                                                                                       |                     |                                                                                                                         |                                             |                             |                                        |                |

\* Include ZIP Code

122-110

|                                                                                          |                    |                                                                      |  |                |               |                                              |                        |                         |                          |  |
|------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------|--|----------------|---------------|----------------------------------------------|------------------------|-------------------------|--------------------------|--|
| PAGE 1 of _____                                                                          |                    |                                                                      |  |                |               |                                              |                        |                         |                          |  |
| SF120 REV.<br>APRIL 1957<br>GEN. SERV. ADMIN.<br>FPMR (41 CFR)<br>101-43.211             |                    | <b>REPORT OF<br/>EXCESS<br/>PERSONAL<br/>PROPERTY</b>                |  | 1. REPORT NO.  |               | 2. DATE MAILED                               |                        | 3. TOTAL COST<br><br>\$ |                          |  |
| 4. TYPE OF REPORT<br><br>(Check one only of "a," "b," "c," or "d")                       |                    | a. ORIGINAL                                                          |  | c. PARTIAL W/D |               | (Also check "e" and/or "f" if applicable)    |                        | e. OVERSEAS             |                          |  |
|                                                                                          |                    | b. CORRECTED                                                         |  | d. TOTAL W/D   |               |                                              |                        | f. CONTRACTORS INV      |                          |  |
| 5. TO (Name and Address of Agency to which report is made) THRU                          |                    |                                                                      |  |                |               | 6. APPROP. OR FUND TO BE REIMBURSED (if any) |                        |                         |                          |  |
| 7. FROM (Name and Address of Reporting Agency)                                           |                    |                                                                      |  |                |               | 8. REPORT APPROVED BY (Name and Title)       |                        |                         |                          |  |
| 9. FOR FURTHER INFORMATION CONTACT (Title, Address, and Telephone No.)                   |                    |                                                                      |  |                |               | 10. AGENCY APPROVAL (If applicable)          |                        |                         |                          |  |
| 11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address, and Telephone No.) |                    |                                                                      |  |                |               | 12. GSA CONTROL NO.                          |                        |                         |                          |  |
| 13. FSC GROUP NO.                                                                        |                    | 14. LOCATION OF PROPERTY (If location is to be abandoned, give date) |  |                | 15. REIM/RECQ |                                              | 16. AGENCY CONTROL NO. |                         | 17. SURPLUS RELEASE DATE |  |
|                                                                                          |                    |                                                                      |  |                | YES           | NO                                           |                        |                         |                          |  |
| 18. EXCESS PROPERTY LIST                                                                 |                    |                                                                      |  | COND.          | UNIT          | NUMBER OF UNITS                              | ACQUISITION COST       |                         | FAIR VALUE %             |  |
| ITEM NO.<br>(a)                                                                          | DESCRIPTION<br>(b) |                                                                      |  |                |               |                                              | PER UNIT<br>(f)        | TOTAL<br>(g)            |                          |  |
|                                                                                          |                    |                                                                      |  | (c)            | (d)           | (e)                                          |                        |                         | (h)                      |  |

|                                                                                                                                                                                                                                                                                          |                           |                                                                                                                          |                                |                                                 |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------|--------------|
| SUPPORT AGREEMENT                                                                                                                                                                                                                                                                        |                           | 1. DOCUMENT IDENTIFIER ("X" ONE:)<br>+), +), +), +),<br>.)- NEW .)- REVIEW NO. <u>1</u> .)- REVISION NO. .)- TERMINATION |                                |                                                 |              |
| 2. SUPPLIER (Name, office symbol, complete address)<br><br>Defense Reutilization and Marketing Service<br>ATTN: DRMS-OP<br>Federal Center, 74 N. Washington Avenue<br>Battle Creek, MI 49017-3092<br>GEOGRAPHICAL AREA OF COUNTY CODE: 26                                                |                           | 2a. MAJOR COMMAND CODE<br><br><b>SC4400</b>                                                                              |                                | 2b. SURROGATE COMMAND CODE                      |              |
|                                                                                                                                                                                                                                                                                          |                           | 3. PRESENT AGREEMENT NO.<br><br><b>SC4400-86154-504</b>                                                                  |                                | 4. TERMINATION DATE<br><br><b>03-98</b>         |              |
| 5. RECEIVER (Name, office symbol, complete address)<br><br>U.S. Department of Justice, Justice Management<br>Division, Property Management Section<br>Facilities and Administrative Services Staff<br>Washington, DC 20530<br>GEOGRAPHICAL AREA OF COUNTY CODE: 11                       |                           | 5a. SUPERSEDED AGREEMENT NO.<br><br><b>NONE</b>                                                                          |                                | 5b. DODAAC FEDSTRIP NUMBER<br><br><b>153142</b> |              |
|                                                                                                                                                                                                                                                                                          |                           | 5c. MAJOR COMMAND CODE<br><br><b>15XXXX</b>                                                                              |                                | 5d. SUBORDINATE COMMAND CODE                    |              |
| 6. <b>SUPPORT AGREEMENT RESOURCE SUMMARY</b>                                                                                                                                                                                                                                             |                           |                                                                                                                          |                                |                                                 |              |
| a. CATEGORY CODES                                                                                                                                                                                                                                                                        | b. MAN YEARS              |                                                                                                                          |                                |                                                 |              |
|                                                                                                                                                                                                                                                                                          | c. GROSS ADDITIONAL COSTS |                                                                                                                          |                                |                                                 |              |
|                                                                                                                                                                                                                                                                                          | MILITARY                  | CIVILIAN                                                                                                                 | TOTAL                          | NON-REIMBURSABLE                                | REIMBURSABLE |
| AN                                                                                                                                                                                                                                                                                       |                           |                                                                                                                          | 0                              | 0                                               | 0            |
| BU                                                                                                                                                                                                                                                                                       |                           |                                                                                                                          | 0                              | 0                                               | 0            |
|                                                                                                                                                                                                                                                                                          |                           |                                                                                                                          |                                |                                                 |              |
|                                                                                                                                                                                                                                                                                          |                           |                                                                                                                          |                                |                                                 |              |
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|                                                                                                                                                                                                                                                                                          |                           |                                                                                                                          |                                |                                                 |              |
| TOTAL                                                                                                                                                                                                                                                                                    |                           |                                                                                                                          | 0                              | 0                                               | 0            |
| 6d. RECEIVER DATA (when applicable, provide similar data required in blocks 6a, b, and c)                                                                                                                                                                                                |                           |                                                                                                                          |                                |                                                 |              |
| 7. SAVINGS ACCRUED COSTS INCURRED MAN YEARS SAVED EXPENDED TO FEDERAL GOVERNMENT                                                                                                                                                                                                         |                           |                                                                                                                          |                                |                                                 |              |
| 7a. SAVINGS<br><br>FY:                                                                                                                                                                                                                                                                   | 7b. COSTS<br><br>FY:      |                                                                                                                          | 7c. MAN YEARS SAVED<br><br>FY: | 7d. MAN YEARS EXPENDED                          |              |
| 8. FUNDING AND REIMBURSEMENT ARRANGEMENT (include all details concerning billings, reimbursement procedures, funding limitation, and the appropriate "billing/submit thru" addressee. Also, list those references which specifically apply to the type of organization being supported.) |                           |                                                                                                                          |                                |                                                 |              |

9. GENERAL PROVISIONS (Complete blank spaces) The following general provisions as set forth in Chapter III, DoD 4000.10-M apply to this agreement unless otherwise specified in "Remarks" block below:

a. The Receiving Activity will provide the Supplying Activity projections of support required to accomplish its mission. Significant changes in the Receiving Activity function, mission or support requirements will be submitted by the Receiving Activity in a manner that will permit timely modification of resource requirements.

b. It is the responsibility of each agency providing support under this agreement to bring any required or requested change in support to the attention of \_\_\_\_\_ prior to unilaterally providing or reducing such support.

c. Activities providing reimbursable support in this agreement will submit a monthly statement of costs to \_\_\_\_\_ for preparation of billing document SF 1080.

d. Manpower required in support of this agreement which is subject to return to the lending activity upon termination of the agreement: \_\_\_\_\_ (Enter number or if no manpower is required enter "NONE").

e. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons such as Congressional legislation, DoD Directives, commercial utility rate increases, etc. The Receiver will be notified immediately of such rate changes.

f. This agreement will be reviewed triennially at least 120 days prior to the anniversary date. It may be revised at any time upon the mutual consent in writing of the parties concerned.

g. This agreement may be canceled at any time by mutual consent of the parties concerned. This agreement may also be canceled by either party upon giving at least 180 days written notice to the other party.

h. In case of mobilization or other emergency, this agreement will remain in force within Supplier's capabilities, subject to normal cancellation provisions and will be subject to review at that time. This agreement will not be terminated if such action impairs the combat mission of the Receiving Activity as determined by higher headquarters.

#### 10. REMARKS

The entire agreement has been reviewed and the terms and conditions are still appropriate and current. NO CHANGE.

DRMS-OCF \_\_\_\_\_ CONCUR \_\_\_\_\_

|                                                                    |                                                              |                 |
|--------------------------------------------------------------------|--------------------------------------------------------------|-----------------|
| 11. COMPTROLLER CONCURRENCE<br>(SUPPLIER SIGNATURE AND DATE)       | 12. COMPTROLLER CONCURRENCE<br>(RECEIVER SIGNATURE AND DATE) |                 |
| <b>P. PATRICK JASTAL, BUDGET OFFICER</b>                           | <b>\S\ 2/23/94</b>                                           |                 |
| 9. TYPED NAME AND ORGANIZATION OF<br>SUPPLIER APPROVING AUTHORITY  | 13a. SIGNATURE                                               | 13b. DATE       |
| <b>GEORGE M. JONAS, JR., COMPTROLLER</b>                           | <b>\S\</b>                                                   | <b>2/23/90</b>  |
| 10. TYPED NAME AND ORGANIZATION OF<br>RECEIVER APPROVING AUTHORITY | 14a. SIGNATURE                                               | 14b. DATE       |
| <b>BENJAMIN F. BURRELL, DIRECTOR, FASS</b>                         | <b>\S\</b>                                                   | <b>10/21/93</b> |

ANNEX I

1. This Interservice Support Agreement (ISA) is established between the Defense Reutilization and Marketing Service (DRMS), Federal Center, Battle Creek, MI, and the United States Department of Justice (DOJ), Washington, DC, to provide for support for the cooperative services set forth herein.

2. Authority to execute and accept this agreement on behalf of DRMS is vested in the Commander (or his designated representative, Director, DRMS-R), pursuant to authority contained in DoD 4000.19, Defense Regional Interservice Support (DRIS) Regulations, and DOD 4160.21-M, Defense Disposal Manual, and Sections 101-45-1004.1 and 101-45.1004.2 of the FPMR, which authorize civilian agencies, including DOJ, to utilize the Department of Defense Precious Metals Recovery Program, conducted by DRMS for the Defense Logistics Agency (DLA).

3. Authority to execute and accept this agreement on behalf of DOJ is vested in the Attorney General (or her designated representative), pursuant to authority contained in Sections 101-45.1004.1 and 101-45.1004.2 of the FPMR, which authorizes civilian agencies, including DOJ, to utilize the Department of Defense Precious Metals Recovery Program conducted by DRMS for DLA.

4. Purpose: The purpose of this agreement is to establish policies, principles and procedures under which DRMS will provide support to DOJ to affect the recovery of precious metals from hypo solution, scrap film and other precious metals bearing materials.

5. Implementation: Support will be provided by DRMS on a non-reimbursable basis. Recovered silver and other precious metals will become the property of the Defense Industrial Supply Center (DISC) of the Defense Logistics Agency (DLA), which is the Item Manager. DOJ will be entitled to requisition refined precious metals from DLA for use as Government-furnished material (GFM) to reduce new procurement costs.

6. Provisions/Responsibilities:

a. DRMS will, through DRMS-SM, initially:

- (1) Provide technical advice to DOJ activities/personnel,
- (2) Instruct DOJ Personnel in the operation of the equipment and in the performance of operator maintenance.

-2-

b. DRMS will, through DRMS-SM, on a continuing basis:

(1) Determine the need and arrange for silver and other precious metals recovery surveys to establish type and quantity of equipment required.

(2) Fund, procure, and assist in the installation of equipment and effect major repairs, as required, at DOJ locations listed on enclosure 1.

(3) Provide guidance on the operation of equipment and in the performance of operator maintenance for precious metals recovery units. Provide funding authority and shipping instructions, for recovered precious metals to DRMS or other designated locations, as required.

(4) Accept precious metals shipments.

(5) Maintain accountability of all equipment furnished by means of hand receipts, to the using activity of DOJ.

(6) Provide DOJ with receipts for precious metals bearing materials accepted by DRMS to enable DOJ activities to comply with reporting requirements of 41 CFR 101-42-301-1.

c. DOJ will:

(1) Comply with the FPMR and the procures set forth in DoD Directive 4160-22, DoD Regulations 4000.19-R, and DoD Manual 4160.21-M.

(2) Provide DRMS current status of major changes in personnel, equipment and shipping on an "as required" basis.

(3) Identify to DRMS all potential silver and other precious metals generators under their control for DRMS determination of equipment location or other instructions for those DOJ activities listed on enclosure 1.

(4) Install, operate and maintain equipment provided by DRMS.

(5) Ensure maximum participation by all DOJ activities approved by DRMS, as listed on enclosure 1, in the DOD Precious metals Recovery Program (DoD PMRP) for the recovery of silver and other precious metals.



-3-

(6) Provide DRMS-OCP required information for planning purposes, as required.

(7) Maintain data, prepare and provide any reports required, in accordance with governing regulations, directives and manuals.

7. Period of Agreement:

a. This agreement between DRMS, for DLA, and DOJ will remain in force for 6 years, in accordance with DoD 4000.19-R, from date of approval.

b. This agreement will be reviewed every 3 years and, if necessary, amended by an exchange of correspondence/agreement between DRMS and DOJ.

1 Encl  
U.S. Department of Justice  
Activities which are a part  
of this agreement

GIFTS OR DONATIONS OF PERSONAL AND REAL PROPERTY

GENERAL. This chapter provides guidelines on preparing a statement for each employee, spouse, or dependent receiving a gift or decoration.

**REGULATORY REQUIREMENTS.**

- a. For tangible gifts:
  - (1) Name and title of recipient.
  - (2) Gift, date of acceptance, estimated value, disposition or location.
  - (3) Identity of foreign donor and Government.
  - (4) Circumstances justifying acceptance.
- b. For travel or travel expenses:
  - (1) Name and title of recipient.
  - (2) Brief description of travel or travel expenses occurring entirely outside the United States.

REAL PROPERTY (OWNED OR LEASED)

GENERAL. This chapter provides instructions and guidelines for the General Services Administration's Annual Report of Real Property Owned By or Leased to the United States and the SENTRY Real Property Record. This chapter also provides guidelines for conducting real property reviews and preparation instructions for facilities which are notified that a review of real property shall be conducted.

1. REAL PROPERTY OWNED. Some important guidelines for preparing a report of real property owned by the Bureau, i.e., Attachment 8-A, are as follows:

a. Block 2 - type "J-BOP-(plus numeric institution allotment code number)."

b. Block 8 - type "1519."

c. Block 9 - type the geographic location code for State, City, or County as shown on Attachment 8-B. For new facilities not listed, contact the Chief, Property Management.

d. Block 10 - type the facility's Real Property Location Code (Attachment 8-B).

e. Block 12 - the installation name shall be abbreviated (limited to 30 typed spaces), i.e., FED CORRECTIONAL INST.

f. The total dollar amount of blocks 31, 40, and 46 shall agree with General Ledger 210.0, 211.0, and 212.0 accounts, including all fiscal years and Trust Fund appropriations, respectively. The total dollar amount, block 49, shall be the total of blocks 31, 40, and 46. The total dollar amounts in General Ledger accounts 210.0, 211.0, and 212.0 shall also agree to the individual Real Property Records maintained by the PO in accordance with the Accounting Management Manual.

g. Land acreage shall be recorded in block 29 or 30 and shall agree with the Land Deed and/or certified surveyor map. Buildings square footage shall be recorded in block 39 and classified as Code 22, Prisons, and shall agree with the Facilities Department records. Staff housing square footage is to be classified as Code 30, Housing, and shall agree with Government Quarters Inventory forms.

2. **REAL PROPERTY RECORD.** The facility PO uses the SENTRY Real Property Record Form Number 422 (Attachment 8-C), to establish and maintain real property information. Instructions for the preparation of the Real Property Record are as follows:

a. The Real Property Record is accessed following instructions for the Electronic Mail System in the SENTRY General Use Manual.

b. A brief description of each line of the Real Property Record is provided in the Legend at the bottom of the record. Essential information for entry on the record is Acquisition Cost, Brief Description of Property, and Accounting Classification Code. The PO shall update Real Property Records promptly when changes occur.

c. The PO maintains signed copies of the records in a reference binder to support General Ledger accounts 210.0, 211.0, and 212.0.

d. The PO verifies accounts at the end of each month to ensure Real Property Records agree with General Ledger accounts 210.0, 211.0, and 212.0 by preparing a separate adding machine tape for each account. The tapes contain the total of all records within the account including all fiscal years and Trust Fund appropriations and indicate General Ledger account title and number, date, and initials of the PO. The Accounting Supervisor retains the tapes.

| ANNUAL REPORT OF REAL PROPERTY OWNED BY OR LEASED TO THE UNITED STATES |  |  |  |  |  |  |  |  |  | RESTRICTIONS: For LEASED property, complete only the shaded items. For OWNED property, complete all items, including shaded, except for Section V. |  | INTERAGENCY REPORT CONTROL NUMBER 0318-03A-AM |  | 1. PAGE OF                              |  |                                       |  |
|------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------|--|-----------------------------------------|--|---------------------------------------|--|
| SECTION I - INSTALLATION                                               |  |  |  |  |  |  |  |  |  | 2. AGENCY CONTROL NO.                                                                                                                              |  | 3. REPORT NO. OF                              |  | 4. AGENCY USE                           |  |                                       |  |
| 5. PROPERTY TYPE (11)                                                  |  |  |  |  |  |  |  |  |  | 6. INSTALLATION NAME (12)                                                                                                                          |  | 7. STATE OR TERRITORY (13)                    |  | 8. COUNTY OR PARISH (14)                |  | 9. CITY OR TOWN (15)                  |  |
| 10. CITY OR TOWN (16)                                                  |  |  |  |  |  |  |  |  |  | 11. STATE OR TERRITORY (17)                                                                                                                        |  | 12. COUNTY OR PARISH (18)                     |  | 13. CITY OR TOWN (19)                   |  | 14. CITY OR TOWN (20)                 |  |
| 11. REC. TYPE (1221)                                                   |  |  |  |  |  |  |  |  |  | 12. INSTALLATION NAME (1242)                                                                                                                       |  | 13. STATE OR TERRITORY (13)                   |  | 14. COUNTY OR PARISH (14)               |  | 15. CITY OR TOWN (15)                 |  |
| 16. CITY OR TOWN (16)                                                  |  |  |  |  |  |  |  |  |  | 17. STATE OR TERRITORY (17)                                                                                                                        |  | 18. COUNTY OR PARISH (18)                     |  | 19. CITY OR TOWN (19)                   |  | 20. CITY OR TOWN (20)                 |  |
| 17. ZIP CODE (17)                                                      |  |  |  |  |  |  |  |  |  | 18. CONGRESSIONAL DISTRICT (18)                                                                                                                    |  | 19. ESTIMATED CURRENT VALUE (19)              |  | 20. HIGHEST AND LOWEST USE (20)         |  | 21. EXCESS MODIFICATION (21)          |  |
| 22. HISTORICAL INDICATOR (138)                                         |  |  |  |  |  |  |  |  |  | 23. SURVEY DATE (140/141)                                                                                                                          |  | 24. DATE (142/143)                            |  | 25. CHANGE IN MISSION (144)             |  | 26. ANTICIPATED EXCESS DATE (145/146) |  |
| 27. ACQUISITION CODE (147)                                             |  |  |  |  |  |  |  |  |  | 28. DATE(S) ACQUIRED (148)                                                                                                                         |  | 29. URBAN ACRES (149)                         |  | 30. RURAL ACRES (150)                   |  | 31. ACQUISITION COST (151)            |  |
| 32. EST. COAST MODIFICATION (152)                                      |  |  |  |  |  |  |  |  |  | 33. NEGOTIABLE COAST MODIFICATION (153)                                                                                                            |  | 34. EST. COAST MODIFICATION (154)             |  | 35. NEGOTIABLE COAST MODIFICATION (155) |  | 36. EST. COAST MODIFICATION (156)     |  |
| 37. DATE(S) ACQUIRED (157)                                             |  |  |  |  |  |  |  |  |  | 38. DATE (158/159)                                                                                                                                 |  | 39. URBAN ACRES (160)                         |  | 40. RURAL ACRES (161)                   |  | 41. ACQUISITION COST (162)            |  |
| 42. DATE (163/164)                                                     |  |  |  |  |  |  |  |  |  | 43. CHANGE IN MISSION (165)                                                                                                                        |  | 44. ANTICIPATED EXCESS DATE (166/167)         |  | 45. DATE (168/169)                      |  | 46. DATE (170/171)                    |  |
| 47. DATE (172/173)                                                     |  |  |  |  |  |  |  |  |  | 48. DATE (174/175)                                                                                                                                 |  | 49. DATE (176/177)                            |  | 50. DATE (178/179)                      |  | 51. DATE (180/181)                    |  |
| 52. DATE (182/183)                                                     |  |  |  |  |  |  |  |  |  | 53. DATE (184/185)                                                                                                                                 |  | 54. DATE (186/187)                            |  | 55. DATE (188/189)                      |  | 56. DATE (190/191)                    |  |
| 57. DATE (192/193)                                                     |  |  |  |  |  |  |  |  |  | 58. DATE (194/195)                                                                                                                                 |  | 59. DATE (196/197)                            |  | 60. DATE (198/199)                      |  | 61. DATE (200/201)                    |  |
| 62. DATE (202/203)                                                     |  |  |  |  |  |  |  |  |  | 63. DATE (204/205)                                                                                                                                 |  | 64. DATE (206/207)                            |  | 65. DATE (208/209)                      |  | 66. DATE (210/211)                    |  |
| 67. DATE (212/213)                                                     |  |  |  |  |  |  |  |  |  | 68. DATE (214/215)                                                                                                                                 |  | 69. DATE (216/217)                            |  | 70. DATE (218/219)                      |  | 71. DATE (220/221)                    |  |
| 72. DATE (222/223)                                                     |  |  |  |  |  |  |  |  |  | 73. DATE (224/225)                                                                                                                                 |  | 74. DATE (226/227)                            |  | 75. DATE (228/229)                      |  | 76. DATE (230/231)                    |  |
| 77. DATE (232/233)                                                     |  |  |  |  |  |  |  |  |  | 78. DATE (234/235)                                                                                                                                 |  | 79. DATE (236/237)                            |  | 80. DATE (238/239)                      |  | 81. DATE (240/241)                    |  |
| 82. DATE (242/243)                                                     |  |  |  |  |  |  |  |  |  | 83. DATE (244/245)                                                                                                                                 |  | 84. DATE (246/247)                            |  | 85. DATE (248/249)                      |  | 86. DATE (250/251)                    |  |
| 87. DATE (252/253)                                                     |  |  |  |  |  |  |  |  |  | 88. DATE (254/255)                                                                                                                                 |  | 89. DATE (256/257)                            |  | 90. DATE (258/259)                      |  | 91. DATE (260/261)                    |  |
| 92. DATE (262/263)                                                     |  |  |  |  |  |  |  |  |  | 93. DATE (264/265)                                                                                                                                 |  | 94. DATE (266/267)                            |  | 95. DATE (268/269)                      |  | 96. DATE (270/271)                    |  |
| 97. DATE (272/273)                                                     |  |  |  |  |  |  |  |  |  | 98. DATE (274/275)                                                                                                                                 |  | 99. DATE (276/277)                            |  | 100. DATE (278/279)                     |  | 101. DATE (280/281)                   |  |
| 102. DATE (282/283)                                                    |  |  |  |  |  |  |  |  |  | 103. DATE (284/285)                                                                                                                                |  | 104. DATE (286/287)                           |  | 105. DATE (288/289)                     |  | 106. DATE (290/291)                   |  |
| 107. DATE (292/293)                                                    |  |  |  |  |  |  |  |  |  | 108. DATE (294/295)                                                                                                                                |  | 109. DATE (296/297)                           |  | 110. DATE (298/299)                     |  | 111. DATE (300/301)                   |  |
| 112. DATE (302/303)                                                    |  |  |  |  |  |  |  |  |  | 113. DATE (304/305)                                                                                                                                |  | 114. DATE (306/307)                           |  | 115. DATE (308/309)                     |  | 116. DATE (310/311)                   |  |
| 117. DATE (312/313)                                                    |  |  |  |  |  |  |  |  |  | 118. DATE (314/315)                                                                                                                                |  | 119. DATE (316/317)                           |  | 120. DATE (318/319)                     |  | 121. DATE (320/321)                   |  |
| 122. DATE (322/323)                                                    |  |  |  |  |  |  |  |  |  | 123. DATE (324/325)                                                                                                                                |  | 124. DATE (326/327)                           |  | 125. DATE (328/329)                     |  | 126. DATE (330/331)                   |  |
| 127. DATE (332/333)                                                    |  |  |  |  |  |  |  |  |  | 128. DATE (334/335)                                                                                                                                |  | 129. DATE (336/337)                           |  | 130. DATE (338/339)                     |  | 131. DATE (340/341)                   |  |
| 132. DATE (342/343)                                                    |  |  |  |  |  |  |  |  |  | 133. DATE (344/345)                                                                                                                                |  | 134. DATE (346/347)                           |  | 135. DATE (348/349)                     |  | 136. DATE (350/351)                   |  |
| 137. DATE (352/353)                                                    |  |  |  |  |  |  |  |  |  | 138. DATE (354/355)                                                                                                                                |  | 139. DATE (356/357)                           |  | 140. DATE (358/359)                     |  | 141. DATE (360/361)                   |  |
| 142. DATE (362/363)                                                    |  |  |  |  |  |  |  |  |  | 143. DATE (364/365)                                                                                                                                |  | 144. DATE (366/367)                           |  | 145. DATE (368/369)                     |  | 146. DATE (370/371)                   |  |
| 147. DATE (372/373)                                                    |  |  |  |  |  |  |  |  |  | 148. DATE (374/375)                                                                                                                                |  | 149. DATE (376/377)                           |  | 150. DATE (378/379)                     |  | 151. DATE (380/381)                   |  |
| 152. DATE (382/383)                                                    |  |  |  |  |  |  |  |  |  | 153. DATE (384/385)                                                                                                                                |  | 154. DATE (386/387)                           |  | 155. DATE (388/389)                     |  | 156. DATE (390/391)                   |  |
| 157. DATE (392/393)                                                    |  |  |  |  |  |  |  |  |  | 158. DATE (394/395)                                                                                                                                |  | 159. DATE (396/397)                           |  | 160. DATE (398/399)                     |  | 161. DATE (400/401)                   |  |
| 162. DATE (402/403)                                                    |  |  |  |  |  |  |  |  |  | 163. DATE (404/405)                                                                                                                                |  | 164. DATE (406/407)                           |  | 165. DATE (408/409)                     |  | 166. DATE (410/411)                   |  |
| 167. DATE (412/413)                                                    |  |  |  |  |  |  |  |  |  | 168. DATE (414/415)                                                                                                                                |  | 169. DATE (416/417)                           |  | 170. DATE (418/419)                     |  | 171. DATE (420/421)                   |  |
| 172. DATE (422/423)                                                    |  |  |  |  |  |  |  |  |  | 173. DATE (424/425)                                                                                                                                |  | 174. DATE (426/427)                           |  | 175. DATE (428/429)                     |  | 176. DATE (430/431)                   |  |
| 177. DATE (432/433)                                                    |  |  |  |  |  |  |  |  |  | 178. DATE (434/435)                                                                                                                                |  | 179. DATE (436/437)                           |  | 180. DATE (438/439)                     |  | 181. DATE (440/441)                   |  |
| 182. DATE (442/443)                                                    |  |  |  |  |  |  |  |  |  | 183. DATE (444/445)                                                                                                                                |  | 184. DATE (446/447)                           |  | 185. DATE (448/449)                     |  | 186. DATE (450/451)                   |  |
| 187. DATE (452/453)                                                    |  |  |  |  |  |  |  |  |  | 188. DATE (454/455)                                                                                                                                |  | 189. DATE (456/457)                           |  | 190. DATE (458/459)                     |  | 191. DATE (460/461)                   |  |
| 192. DATE (462/463)                                                    |  |  |  |  |  |  |  |  |  | 193. DATE (464/465)                                                                                                                                |  | 194. DATE (466/467)                           |  | 195. DATE (468/469)                     |  | 196. DATE (470/471)                   |  |
| 197. DATE (472/473)                                                    |  |  |  |  |  |  |  |  |  | 198. DATE (474/475)                                                                                                                                |  | 199. DATE (476/477)                           |  | 200. DATE (478/479)                     |  | 201. DATE (480/481)                   |  |
| 202. DATE (482/483)                                                    |  |  |  |  |  |  |  |  |  | 203. DATE (484/485)                                                                                                                                |  | 204. DATE (486/487)                           |  | 205. DATE (488/489)                     |  | 206. DATE (490/491)                   |  |
| 207. DATE (492/493)                                                    |  |  |  |  |  |  |  |  |  | 208. DATE (494/495)                                                                                                                                |  | 209. DATE (496/497)                           |  | 210. DATE (498/499)                     |  | 211. DATE (500/501)                   |  |
| 212. DATE (502/503)                                                    |  |  |  |  |  |  |  |  |  | 213. DATE (504/505)                                                                                                                                |  | 214. DATE (506/507)                           |  | 215. DATE (508/509)                     |  | 216. DATE (510/511)                   |  |
| 217. DATE (512/513)                                                    |  |  |  |  |  |  |  |  |  | 218. DATE (514/515)                                                                                                                                |  | 219. DATE (516/517)                           |  | 220. DATE (518/519)                     |  | 221. DATE (520/521)                   |  |
| 222. DATE (522/523)                                                    |  |  |  |  |  |  |  |  |  | 223. DATE (524/525)                                                                                                                                |  | 224. DATE (526/527)                           |  | 225. DATE (528/529)                     |  | 226. DATE (530/531)                   |  |
| 227. DATE (532/533)                                                    |  |  |  |  |  |  |  |  |  | 228. DATE (534/535)                                                                                                                                |  | 229. DATE (536/537)                           |  | 230. DATE (538/539)                     |  | 231. DATE (540/541)                   |  |
| 232. DATE (542/543)                                                    |  |  |  |  |  |  |  |  |  | 233. DATE (544/545)                                                                                                                                |  | 234. DATE (546/547)                           |  | 235. DATE (548/549)                     |  | 236. DATE (550/551)                   |  |
| 237. DATE (552/553)                                                    |  |  |  |  |  |  |  |  |  | 238. DATE (554/555)                                                                                                                                |  | 239. DATE (556/557)                           |  | 240. DATE (558/559)                     |  | 241. DATE (560/561)                   |  |
| 242. DATE (562/563)                                                    |  |  |  |  |  |  |  |  |  | 243. DATE (564/565)                                                                                                                                |  | 244. DATE (566/567)                           |  | 245. DATE (568/569)                     |  | 246. DATE (570/571)                   |  |
| 247. DATE (572/573)                                                    |  |  |  |  |  |  |  |  |  | 248. DATE (574/575)                                                                                                                                |  | 249. DATE (576/577)                           |  | 250. DATE (578/579)                     |  | 251. DATE (580/581)                   |  |
| 252. DATE (582/583)                                                    |  |  |  |  |  |  |  |  |  | 253. DATE (584/585)                                                                                                                                |  | 254. DATE (586/587)                           |  | 255. DATE (588/589)                     |  | 256. DATE (590/591)                   |  |
| 257. DATE (592/593)                                                    |  |  |  |  |  |  |  |  |  | 258. DATE (594/595)                                                                                                                                |  | 259. DATE (596/597)                           |  | 260. DATE (598/599)                     |  | 261. DATE (600/601)                   |  |
| 262. DATE (602/603)                                                    |  |  |  |  |  |  |  |  |  | 263. DATE (604/605)                                                                                                                                |  | 264. DATE (606/607)                           |  | 265. DATE (608/609)                     |  | 266. DATE (610/611)                   |  |
| 267. DATE (612/613)                                                    |  |  |  |  |  |  |  |  |  | 268. DATE (614/615)                                                                                                                                |  | 269. DATE (616/617)                           |  | 270. DATE (618/619)                     |  | 271. DATE (620/621)                   |  |
| 272. DATE (622/623)                                                    |  |  |  |  |  |  |  |  |  | 273. DATE (624/625)                                                                                                                                |  | 274. DATE (626/627)                           |  | 275. DATE (628/629)                     |  | 276. DATE (630/631)                   |  |
| 277. DATE (632/633)                                                    |  |  |  |  |  |  |  |  |  | 278. DATE (634/635)                                                                                                                                |  | 279. DATE (636/637)                           |  | 280. DATE (638/639)                     |  | 281. DATE (640/641)                   |  |
| 282. DATE (642/643)                                                    |  |  |  |  |  |  |  |  |  | 283. DATE (644/645)                                                                                                                                |  | 284. DATE (646/647)                           |  | 285. DATE (648/649)                     |  | 286. DATE (650/651)                   |  |
| 287. DATE (652/653)                                                    |  |  |  |  |  |  |  |  |  | 288. DATE (654/655)                                                                                                                                |  | 289. DATE (656/657)                           |  | 290. DATE (658/659)                     |  | 291. DATE (660/661)                   |  |
| 292. DATE (662/663)                                                    |  |  |  |  |  |  |  |  |  | 293. DATE (664/665)                                                                                                                                |  | 294. DATE (666/667)                           |  | 295. DATE (668/669)                     |  | 296. DATE (670/671)                   |  |
| 297. DATE (672/673)                                                    |  |  |  |  |  |  |  |  |  | 298. DATE (674/675)                                                                                                                                |  | 299. DATE (676/677)                           |  | 300. DATE (678/679)                     |  | 301. DATE (680/681)                   |  |
| 302. DATE (682/683)                                                    |  |  |  |  |  |  |  |  |  | 303. DATE (684/685)                                                                                                                                |  | 304. DATE (686/687)                           |  | 305. DATE (688/689)                     |  | 306. DATE (690/691)                   |  |
| 307. DATE (692/693)                                                    |  |  |  |  |  |  |  |  |  | 308. DATE (694/695)                                                                                                                                |  | 309. DATE (696/697)                           |  | 310. DATE (698/699)                     |  | 311. DATE (700/701)                   |  |
| 312. DATE (702/703)                                                    |  |  |  |  |  |  |  |  |  | 313. DATE (704/705)                                                                                                                                |  | 314. DATE (706/707)                           |  | 315. DATE (708/709)                     |  | 316. DATE (710/711)                   |  |
| 317. DATE (712/713)                                                    |  |  |  |  |  |  |  |  |  | 318. DATE (714/715)                                                                                                                                |  | 319. DATE (716/717)                           |  | 320. DATE (718/719)                     |  | 321. DATE (720/721)                   |  |
| 322. DATE (722/723)                                                    |  |  |  |  |  |  |  |  |  | 323. DATE (724/725)                                                                                                                                |  | 324. DATE (726/727)                           |  | 325. DATE (728/729)                     |  | 326. DATE (730/731)                   |  |
| 327. DATE (732/733)                                                    |  |  |  |  |  |  |  |  |  | 328. DATE (734/735)                                                                                                                                |  | 329. DATE (736/737)                           |  | 330. DATE (738/739)                     |  | 331. DATE (740/741)                   |  |
| 332. DATE (742/743)                                                    |  |  |  |  |  |  |  |  |  | 333. DATE (744/745)                                                                                                                                |  | 334. DATE (746/747)                           |  | 335. DATE (748/749)                     |  | 336. DATE (750/751)                   |  |
| 337. DATE (752/753)                                                    |  |  |  |  |  |  |  |  |  | 338. DATE (754/755)                                                                                                                                |  | 339. DATE (756/757)                           |  | 340. DATE (758/759)                     |  | 341. DATE (760/761)                   |  |
| 342. DATE (762/763)                                                    |  |  |  |  |  |  |  |  |  | 343. DATE (764/765)                                                                                                                                |  | 344. DATE (766/767)                           |  | 345. DATE (768/769)                     |  | 346. DATE (770/771)                   |  |
| 347. DATE (772/773)                                                    |  |  |  |  |  |  |  |  |  | 348. DATE (774/775)                                                                                                                                |  | 349. DATE (776/777)                           |  | 350. DATE (778/779)                     |  | 351. DATE (780/781)                   |  |
| 352. DATE (782/783)                                                    |  |  |  |  |  |  |  |  |  | 353. DATE (784/785)                                                                                                                                |  | 354. DATE (786/787)                           |  | 355. DATE (788/789)                     |  | 356. DATE (790/791)                   |  |
| 357. DATE (792/793)                                                    |  |  |  |  |  |  |  |  |  | 358. DATE (794/795)                                                                                                                                |  | 359. DATE (796/797)                           |  | 360. DATE (798/799)                     |  | 361. DATE (800/801)                   |  |
| 362. DATE (802/803)                                                    |  |  |  |  |  |  |  |  |  | 363. DATE (804/805)                                                                                                                                |  | 364. DATE (806/807)                           |  | 365. DATE (808/809)                     |  | 366. DATE (810/811)                   |  |
| 367. DATE (812/813)                                                    |  |  |  |  |  |  |  |  |  | 368. DATE (814/815)                                                                                                                                |  | 369. DATE (816/817)                           |  | 370. DATE (818/819)                     |  | 371. DATE (820/821)                   |  |
| 372. DATE (822/823)                                                    |  |  |  |  |  |  |  |  |  | 373. DATE (824/825)                                                                                                                                |  | 374. DATE (826/827)                           |  | 375. DATE (828/829)                     |  | 376. DATE (830/831)                   |  |
| 377. DATE (832/833)                                                    |  |  |  |  |  |  |  |  |  | 378. DATE (834/835)                                                                                                                                |  | 379. DATE (836/837)                           |  | 380. DATE (838/839)                     |  | 381. DATE (840/841)                   |  |
| 382. DATE (842/843)                                                    |  |  |  |  |  |  |  |  |  | 383. DATE (844/845)                                                                                                                                |  | 384. DATE (846/847)                           |  | 385. DATE (848/849)                     |  | 386. DATE (850/851)                   |  |
| 387. DATE (852/853)                                                    |  |  |  |  |  |  |  |  |  | 388. DATE (854/855)                                                                                                                                |  | 389. DATE (856/857)                           |  | 390. DATE (858/859)                     |  | 391. DATE (860/861)                   |  |
| 392. DATE (862/863)                                                    |  |  |  |  |  |  |  |  |  | 393. DATE (864/865)                                                                                                                                |  | 394. DATE (866/867)                           |  | 395. DATE (868/869)                     |  | 396. DATE (870/871)                   |  |
| 397. DATE (872/873)                                                    |  |  |  |  |  |  |  |  |  | 398. DATE (874/875)                                                                                                                                |  | 399. DATE (876/877)                           |  | 400. DATE (878/879)                     |  | 401. DATE (880/881)                   |  |
| 402. DATE (882/883)                                                    |  |  |  |  |  |  |  |  |  | 403. DATE (884/885)                                                                                                                                |  | 404. DATE (886/887)                           |  | 405. DATE (888/889)                     |  | 406. DATE (890/891)                   |  |
| 407. DATE (892/893)                                                    |  |  |  |  |  |  |  |  |  | 408. DATE (894/895)                                                                                                                                |  | 409. DATE (896/897)                           |  | 410. DATE (898/899)                     |  | 411. DATE (900/901)                   |  |
| 412. DATE (902/903)                                                    |  |  |  |  |  |  |  |  |  | 413. DATE (904/905)                                                                                                                                |  | 414. DATE (906/907)                           |  | 415. DATE (908/909)                     |  | 416. DATE (910/911)                   |  |
| 417. DATE (912/913)                                                    |  |  |  |  |  |  |  |  |  | 418. DATE (914/915)                                                                                                                                |  | 419. DATE (916/917)                           |  | 420. DATE (918/919)                     |  | 421. DATE (920/921)                   |  |
| 422. DATE (922/923)                                                    |  |  |  |  |  |  |  |  |  | 423. DATE (924/925)                                                                                                                                |  | 424. DATE (926/927)                           |  | 425. DATE (928/929)                     |  | 426. DATE (930/931)                   |  |
| 427. DATE (932/933)                                                    |  |  |  |  |  |  |  |  |  | 428. DATE (934/935)                                                                                                                                |  | 429. DATE (936/937)                           |  | 430. DATE (938/939)                     |  | 431. DATE (940/941)                   |  |
| 432. DATE (942/943)                                                    |  |  |  |  |  |  |  |  |  | 433. DATE (944/945)                                                                                                                                |  | 434. DATE (946/947)                           |  | 435. DATE (948/949)                     |  | 436. DATE (950/951)                   |  |
| 437. DATE (952/953)                                                    |  |  |  |  |  |  |  |  |  | 438. DATE (954/955)                                                                                                                                |  | 439. DATE (956/957)                           |  | 440. DATE (958/959)                     |  | 441. DATE (960/961)                   |  |
| 438. DATE (962/963)                                                    |  |  |  |  |  |  |  |  |  | 439. DATE (964/965)                                                                                                                                |  | 440. DATE (966/967)                           |  | 441. DATE (968/969)                     |  | 442. DATE (970/971)                   |  |
| 439. DATE (972/973)                                                    |  |  |  |  |  |  |  |  |  | 440. DATE (974/975)                                                                                                                                |  | 441. DATE (976/977)                           |  | 442. DATE (978/979)                     |  | 443. DATE (980/981)                   |  |
| 440. DATE (982/983)                                                    |  |  |  |  |  |  |  |  |  | 441. DATE (984/985)                                                                                                                                |  | 442. DATE (986/987)                           |  | 443. DATE (988/989)                     |  | 444. DATE (990/991)                   |  |
| 441. DATE (992/993)                                                    |  |  |  |  |  |  |  |  |  | 442. DATE (994/995)                                                                                                                                |  | 443. DATE (996/997)                           |  | 444. DATE (998/999)                     |  | 445. DATE (1000/1001)                 |  |
| 442. DATE (1002/1003)                                                  |  |  |  |  |  |  |  |  |  | 443. DATE (1004/1005)                                                                                                                              |  | 444. DATE (1006/1007)                         |  | 445. DATE (1008/1009)                   |  | 446. DATE (1010/1011)                 |  |
| 443. DATE (1012/1013)                                                  |  |  |  |  |  |  |  |  |  | 444. DATE (1014/1015)                                                                                                                              |  | 445. DATE (1016/1017)                         |  | 446. DATE (1018/1019)                   |  | 447. DATE (1020/1021)                 |  |
| 444. DATE (1022/1023)                                                  |  |  |  |  |  |  |  |  |  | 445. DATE (1024/1025)                                                                                                                              |  | 446. DATE (1026/1027)                         |  | 447. DATE (1028/1029)                   |  | 448. DATE (1030/1031)                 |  |
| 445. DATE (1032/1033)                                                  |  |  |  |  |  |  |  |  |  | 446. DATE (1034/1035)                                                                                                                              |  | 447. DATE (1036/1037)                         |  | 448. DATE (1038/1039)                   |  | 449. DATE (1040/1041)                 |  |
| 446. DATE (1042/1043)                                                  |  |  |  |  |  |  |  |  |  | 447. DATE (1044/1045)                                                                                                                              |  | 448. DATE (1046/1047)                         |  | 449. DATE (1048/1049)                   |  | 450. DATE (1050/1051)                 |  |
| 447. DATE (1052/1053)                                                  |  |  |  |  |  |  |  |  |  | 448. DATE (1054/1055)                                                                                                                              |  | 449. DATE (1056/1057)                         |  | 450. DATE (1058/1059)                   |  | 451. DATE (1060/1061)                 |  |
| 448. DATE (1062/1063)                                                  |  |  |  |  |  |  |  |  |  | 449. DATE (1064/1065)                                                                                                                              |  | 450. DATE (1066/1067)                         |  | 451. DATE (1068/1069)                   |  | 452. DATE (1070/1071)                 |  |
| 449. DATE (1072/1073)                                                  |  |  |  |  |  |  |  |  |  | 450. DATE (1074/1075)                                                                                                                              |  | 451. DATE (1076/1077)                         |  | 452. DATE (1078/1079)                   |  | 453. DATE (1080/1081)                 |  |
| 450. DATE (1082/1083)                                                  |  |  |  |  |  |  |  |  |  | 451. DATE (1084/1085)                                                                                                                              |  | 452. DATE (1086/1087)                         |  | 453. DATE (1088/1089)                   |  | 454. DATE (1090/1091)                 |  |
| 451. DATE (1092/1093)                                                  |  |  |  |  |  |  |  |  |  | 452. DATE (1094/1095)                                                                                                                              |  | 453. DATE (1096/1097)                         |  | 454. DATE (1098/1099)                   |  | 455. DATE (1100/1101)                 |  |
| 452. DATE (1102/1103)                                                  |  |  |  |  |  |  |  |  |  | 453. DATE (1104/1105)                                                                                                                              |  | 454. DATE (1106/1107)                         |  | 455. DATE (1108/1109)                   |  | 456. DATE (1110/1111)                 |  |
| 453. DATE (1112/1113)                                                  |  |  |  |  |  |  |  |  |  | 454. DATE (1114/1115)                                                                                                                              |  | 455. DATE (1116/1117)                         |  | 456. DATE (1118/1119)                   |  | 457. DATE (1120/1121)                 |  |
| 454. DATE (1122/1123)                                                  |  |  |  |  |  |  |  |  |  | 455. DATE (1124/1125)                                                                                                                              |  | 456. DATE (1126/1127)                         |  | 457. DATE (1128/1129)                   |  | 458. DATE (1130/1131)                 |  |
| 455. DATE (1132/1133)                                                  |  |  |  |  |  |  |  |  |  | 456. DATE (1134/1135)                                                                                                                              |  | 457. DATE (1136/1137)                         |  | 458. DATE (1138/1139)                   |  | 459. DATE (1140/1141)                 |  |
| 456. DATE (1142/1143)                                                  |  |  |  |  |  |  |  |  |  | 457. DATE (1144/1145)                                                                                                                              |  | 458. DATE (1146/1147)                         |  | 459. DATE (1148/1149)                   |  | 460. DATE (1150/1151)                 |  |
| 457. DATE (1152/1153)                                                  |  |  |  |  |  |  |  |  |  | 458. DATE (1154/1155)                                                                                                                              |  | 459. DATE (1156/1157)                         |  | 460. DATE (1158/1159)                   |  | 461. DATE (1160/1161)                 |  |
| 458. DATE (1162/1163)                                                  |  |  |  |  |  |  |  |  |  | 459. DATE (1164/1165)                                                                                                                              |  | 460. DATE (1166/1167)                         |  | 461. DATE (1168/1169)                   |  | 4                                     |  |

| SECTION IV - OTHER STRUCTURES AND FACILITIES                            |                                  |                                                 |                                  |                                              |                                      |                                                                     |  |  |  |
|-------------------------------------------------------------------------|----------------------------------|-------------------------------------------------|----------------------------------|----------------------------------------------|--------------------------------------|---------------------------------------------------------------------|--|--|--|
| 43. TRANS CODE<br>(2)                                                   | 44. REC. CODE<br>(13-24) (28-29) | 45. USAGE                                       |                                  | 46. ACQUISITION<br>(In thousands)<br>(54-59) | 47. EST.<br>INDICATOR<br>(61)        | 48. NEGLIGIBLE COST<br>INDICATOR<br>(62)                            |  |  |  |
|                                                                         |                                  | b. CLASSIFICATION                               |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 1 2                          | AIRFIELD PAVEMENTS                              |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 1 3                          | HARBOR AND PORT FACILITIES                      |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 1 5                          | POWER DEVELOPMENT AND DISTRIBUTION              |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 1 6                          | RECLAMATION AND IRRIGATION                      |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 1 8                          | FLOOD CONTROL AND NAVIGATION                    |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 4 0                          | STORAGE (Other than buildings)                  |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 5 0                          | INDUSTRIAL (Other than buildings)               |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 6 0                          | SERVICE (Other than buildings)                  |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 0                          | RESEARCH AND DEVELOPMENT (Other than buildings) |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 1                          | UTILITY SYSTEMS                                 |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 2                          | COMMUNICATIONS SYSTEMS                          |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 3                          | NAVIGATION AND TRAFFIC AIDS                     |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 6                          | ROADS AND BRIDGES                               |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 7                          | RAILROADS                                       |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 8                          | MONUMENTS AND MEMORIALS                         |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 7 9                          | MISCELLANEOUS MILITARY FACILITIES               |                                  |                                              |                                      |                                                                     |  |  |  |
|                                                                         | 4 0 8 0                          | ALL OTHER (Specify in remarks)                  |                                  |                                              |                                      |                                                                     |  |  |  |
| TOTAL                                                                   |                                  |                                                 |                                  |                                              |                                      |                                                                     |  |  |  |
| 49. TOTAL COST FOR LAND, BUILDINGS, AND OTHER STRUCTURES AND FACILITIES |                                  |                                                 |                                  |                                              |                                      |                                                                     |  |  |  |
| SECTION V - COMPLETE FOR LEASED PROPERTY ONLY                           |                                  |                                                 |                                  |                                              |                                      |                                                                     |  |  |  |
| 50. TRANS CODE<br>(2)                                                   | 51. REC. TYPE<br>(12-24)         | 52. NUMBER OF<br>LEASES<br>(25-31)              | 53. EFFECTIVE<br>DATE<br>(32-37) | 54. EXPIRATION<br>DATE<br>(38-43)            | 55. ANNUAL RENTAL<br>RATE<br>(44-53) | 57. OTHER STRUCTURES<br>AND FACILITIES<br>RENTAL<br>RATE<br>(54-64) |  |  |  |
|                                                                         | 6                                | 0                                               |                                  |                                              |                                      |                                                                     |  |  |  |
| 58. REMARKS                                                             |                                  |                                                 |                                  |                                              |                                      |                                                                     |  |  |  |

59. PREPARED BY (Print or type name and title)

60. SIGNATURE

61. DATE

GSA FORM 1186 (REV. 6-97) BACK

|                                                                              |
|------------------------------------------------------------------------------|
| <p>Federal Bureau of Prisons<br/>INSTITUTION GEOGRAPHICAL LOCATION CODES</p> |
|------------------------------------------------------------------------------|

| <u>INSTITUTION</u> | <u>REAL PROP<br/>LOC. CODE</u> | <u>COUNTY</u>            | <u>GEOGRAPHICAL<br/>LOCATION<br/>CODE</u> |
|--------------------|--------------------------------|--------------------------|-------------------------------------------|
| Alderson           | 09112                          | Monroe/ <u>Summers</u>   | 54-0040-089                               |
| Allenwood (FPC)    | 15451                          | Union/ <u>Lycoming</u>   | 42-5440-081                               |
| Allenwood (FCI)    | 20831                          | Union                    | 42-5440-119                               |
| Allenwood (LSCI)   | 20832                          | Union                    | 42-5440-119                               |
| Allenwood (USP)    | 20833                          | Union                    | 42-5440-119                               |
| Ashland            | 09113                          | Boyd                     | 21-0120-019                               |
| Atlanta            | 09114                          | Fulton                   | 13-0280-121                               |
| Bastrop            | 32133                          | Bastrop                  | 48-0460-021                               |
| Beaumont (FCC)     | 20846                          | Jefferson                | 48-0490-245                               |
| Beckley            | 20842                          | Raleigh                  | 54-0170-081                               |
| Big Spring         | 35401                          | Howard                   | 48-0640-227                               |
| Boron              | 37661                          | San Bernardino           | 06-0415-029                               |
| Brooklyn           | 20829                          | Kings                    | 36-4170-047                               |
| Bryan              | 39587                          | Brazos                   | 48-0970-041                               |
| Butner (FCI)       | 16199                          | <u>Granville</u> /Durham | 37-0713-077                               |
| Butner (LSCI)      | 20843                          | <u>Granville</u> /Durham | 37-0713-077                               |
| Carswell           | 20828                          | Tarrant                  | 48-2450-439                               |
| Chicago            | 32132                          | Cook                     | 17-1670-031                               |
| Coleman            | 20838                          | Sumter                   | 12-0640-119                               |
| Cumberland         | 20834                          | Allegany                 | 24-0410-001                               |
| Danbury            | 09116                          | Fairfield                | 09-0170-001                               |
| Dublin             | 39056                          | Alameda                  | 06-1054-001                               |
| Duluth             | 37654                          | St. Louis                | 27-1900-137                               |
| Eglin              | 34277                          | Okaloosa                 | 12-1091-091                               |
| El Paso            | 39957                          | El Paso                  | 48-2433-141                               |
| El Reno            | 09117                          | Canadian                 | 40-3550-017                               |
| Englewood          | 09118                          | Jefferson                | 08-1435-059                               |
| Estill             | 20823                          | Hampton                  | 45-0830-049                               |
| Fairton            | 31163                          | Cumberland               | 34-0955-011                               |
| Florence (USP)     | 20835                          | Fremont                  | 08-0840-043                               |
| Florence (ADMAX)   | 20836                          | Fremont                  | 08-0840-043                               |
| Florence (FCI)     | 20837                          | Fremont                  | 08-0840-043                               |
| Fort Dix           | 20840                          | Ocean                    | 34-1052-029                               |
| Fort Worth         | 30669                          | Tarrant                  | 48-2450-439                               |
| Greenville         | 57440                          | Bond                     | 17-3640-005                               |
| Guaynabo           | 57434                          | Bayamon                  | RQ-0450-025                               |
| Jesup              | 39963                          | Wayne                    | 13-2960-305                               |
| La Tuna            | 09119                          | El Paso                  | 48-0034-141                               |
| Leavenworth, KS    | 09120                          | Leavenworth              | 20-3020-103                               |

| <u>INSTITUTION</u> | <u>REAL PROP<br/>LOC. CODE</u> | <u>COUNTY</u>   | <u>GEOGRAPHICAL<br/>LOCATION<br/>CODE</u> |
|--------------------|--------------------------------|-----------------|-------------------------------------------|
| Leavenworth, MO    | 11956                          | Platte          | 29-3020-165                               |
| Lewisburg          | 09121                          | Union           | 42-4410-119                               |
| Lexington          | 31855                          | Fayette         | 21-1980-067                               |
| Lompoc (USP)       | 14015-00                       | Santa Barbara   | 06-1950-083                               |
| Lompoc (FCI)       | 14015-01                       | Santa Barbara   | 06-1950-083                               |
| Loretto            | 39583                          | Cambria         | 42-4600-021                               |
| Los Angeles        | 39589                          | Los Angeles     | 06-1980-037                               |
| Manchester         | 57435                          | Clay            | 21-2160-051                               |
| Marianna           | 39962                          | Jackson         | 12-1930-063                               |
| Marion             | 13707                          | Williamson      | 17-5250-199                               |
| McKean             | 39584                          | McKean          | 42-0840-083                               |
| Memphis            | 31854                          | Shelby          | 47-1620-157                               |
| Miami (MCC)        | 31856                          | Dade            | 12-2010-025                               |
| Miami (FDC)        | 20839                          | Dade            | 12-2010-025                               |
| Milan              | 09123                          | Washtenaw       | 26-3250-161                               |
| Montgomery         | 39089                          | Montgomery      | 01-2130-101                               |
| Morgantown         | 16200                          | Monongalia      | 54-1840-061                               |
| Nellis             | 57436                          | Clark           | 32-0145-003                               |
| New York           | 32134                          | New York        | 36-4170-061                               |
| Oakdale I (FCI)    | 39091-00                       | Allen           | 22-1740-003                               |
| Oakdale II (FDC)   | 39091-01                       | Allen           | 22-1740-003                               |
| Oklahoma City      | 20841                          | Oklahoma        | 40-3550-109                               |
| Otisville          | 32264                          | Orange/Sullivan | 36-4560-071                               |
| Oxford             | 32135                          | Adams           | 55-3650-077                               |
| Pekin              | 57441                          | Tazewell        | 17-6840-179                               |
| Pensacola          | 95680                          | Escambia        | 12-2490-033                               |
| Petersburg         | 09126                          | Prince George   | 51-1910-149                               |
| Phoenix            | 39959                          | Maricopa        | 04-0370-013                               |
| Ray Brook          | 32263                          | Essex           | 36-5092-031                               |
| Rochester          | 39588                          | Olmsted         | 27-5960-109                               |
| Safford            | 13033                          | Graham          | 04-0410-009                               |
| San Diego          | 31853                          | San Diego       | 06-3260-073                               |
| Sandstone          | 09127                          | Pine            | 27-6400-115                               |
| Schuylkill         | 57203                          | Schuylkill      | 42-5340-107                               |
| Seagoville         | 09128                          | Dallas          | 48-6260-113                               |
| Seymour Johnson    | 57437                          | Wayne           | 37-4155-191                               |
| Sheridan           | 39964                          | Yamhill         | 41-1890-071                               |
| Springfield        | 09129                          | Greene          | 29-7460-077                               |
| Talladega          | 32131                          | Talladega       | 01-2910-121                               |
| Tallahassee        | 09130                          | Leon            | 12-2940-073                               |
| Terminal Island    | 13034                          | Los Angeles     | 06-3404-037                               |
| Terre Haute        | 09131                          | Vigo            | 18-4840-167                               |
| Texarkana          | 09132                          | Bowie           | 48-6850-037                               |
| Three Rivers       | 39955                          | Live Oak        | 48-6920-297                               |



| <u>INSTITUTION</u> | REAL PROP<br><u>LOC. CODE</u> | <u>COUNTY</u> | GEOGRAPHICAL<br>LOCATION<br><u>CODE</u> |
|--------------------|-------------------------------|---------------|-----------------------------------------|
| Tucson             | 39960                         | Pima          | 04-0530-019                             |
| Waseca             | 20844                         | Waseca        | 27-7370-161                             |
| Yankton            | 39954                         | Yankton       | 46-3070-135                             |

FEDERAL BUREAU OF PRISONS  
REAL PROPERTY RECORD

PAGE \_\_\_\_\_ OF \_\_\_\_\_

INSTITUTION \_\_\_\_\_  
CITY/COUNTY \_\_\_\_\_  
STATE \_\_\_\_\_  
DATE OF LAST REAL PROPERTY SURVEY \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*ACQUISITION\*\*\*\*\*

TYPE OF PROPERTY: LAND(210.0) BLDGS(211.1) STRUCTURES(212.1)  
ACRES \_\_\_\_\_ SQ.FT. \_\_\_\_\_ SQ.FT. \_\_\_\_\_  
ACQUISITION COST: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
SUPPLEMENTAL ACQ. COST: \$ XXXXXX \$ \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL COST: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
HOW ACQUIRED: \_\_\_\_\_  
DATE ACQUIRED: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
SOURCE DOCUMENT NUMBER: N/A \_\_\_\_\_  
BRIEF DESCRIPTION OF PROPERTY: \_\_\_\_\_

ACCOUNTING CLASSIFICATION CODE: \_\_\_\_\_

\*\*\*\*\*CAPITAL IMPROVEMENTS\*\*\*\*\*

(211.2) (212.2)  
IMPROVEMENT COST: \$ \_\_\_\_\_ \$ \_\_\_\_\_  
DATE IMPROVED: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
SOURCE DOCUMENT NUMBER: \_\_\_\_\_  
BRIEF DESCRIPTION OF CAPITAL IMPROVEMENTS: \_\_\_\_\_

ACCOUNTING CLASSIFICATION CODE: \_\_\_\_\_

\*\*\*\*\*DISPOSALS\*\*\*\*\*

DATE DISPOSED OF: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
HOW DISPOSED OF: \_\_\_\_\_  
REPORT OF SURVEY NUMBER: \_\_\_\_\_  
ACQUISITION COST: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
INV. MGT. SPECIALIST \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

\_\_\_\_\_  
ACCOUNTING SUPERVISOR \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

\_\_\_\_\_  
CONTROLLER \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

=====

## RECEIVING REPORTS AND REPORT OF SURVEY

GENERAL. This chapter provides instructions on the use of receiving reports and distribution instructions for reports of survey.

1. **RECEIVING REPORTS.** Warehouse staff utilizes a copy to complete pertinent fields on the Property Management System Input Transaction Form (ITF) (Attachment 9-A). After Warehouse staff complete the ITF, the APO verifies the Federal Prison System Identification number, description, serial number, and cost center to ensure the property agrees with the information indicated on the ITF. If the property and the ITF information agree, the APO signs the ITF for the PO to enter into SPMS. If the property and the ITF information do not agree, the APO notifies the warehouse staff immediately to initiate corrective action. The PO completes the ITF and makes the entry into the SPMS. The ITF is filed sequentially by month with the storekeeper's copy of the Receiving Report.

2. **REPORT OF SURVEY.** After the preparation, numbering, and approval by the Board of Survey, the Report of Survey (Attachment 9-B) is distributed as follows:

Copies - Accounting Supervisor, APO, PO, and Warehouse

TRM 4401.02

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Attachment 9 - A, Page 1

BP-S133.044 INPUT TRANSACTION - PROPERTY MANAGEMENT SYSTEM,  
is available on BOPDOCS.

TRM 4401.02

8/5/99

Attachment 9 - B, Page 1

BP-S111.044 REPORT OF SURVEY,  
is available on BOPDOCS.

INMATE POSTAGE STAMPS, MEAL TICKETS,  
PROTECTIVE CLOTHING, AND VEHICLE TITLES

GENERAL. This chapter outlines the procedures for the issuance and accountability of postage stamps, meal tickets, and protective clothing. In addition, this chapter also provides the necessary procedures for handling vehicle titles.

1. POSTAGE STAMPS. Postage stamps records are maintained under strict accountability using a log book reflecting the number of stamps received and issued, and the current balance on hand.

a. Issuances of postage stamps are supported by the signature of receiving inmates and the issuing staff member.

b. Postage stamp accountability records, maintained by a designated staff member, are reviewed and verified at the time of the required quarterly verification of the Cashier's accounts in accordance with the Accounting Management Manual.

c. Accountability records, maintained at the point of distribution to inmates, are reviewed by a designated staff member at the time of the required quarterly verification of the Cashier's accounts.

d. Staff members, designated to distribute postage stamps to inmates, are accountable and required to make restitution to the facility for any losses due to negligence. In the event of an overage of postage stamps, a designated staff member shall prepare a Stores Requisition transferring the stamps from the distribution point to the designated staff member's accountability with entries to the General Ledger utilizing the Stores Requisition as support for the journal voucher.

2. MEAL TICKETS. There are three types of meal tickets: Cash Meal Ticket, Automated Meal Ticket, and Guest Meal Ticket.

a. Receipt. A log book is used to record the receipt, issuance, and balance of the Cash Meal Tickets. To ensure separate accountability, one log book is used to account for meal tickets under the custody of the designated staff member, and another log for meal tickets under the custody of the Accounting Technician. Values are extended after posting and reference to the serial numbers of the tickets received and issued are included in the posting entry. The total of the amounts in the log book, at the end of the month, should agree with the "Meal Ticket Inventory" control account in the General Ledger. The designated staff member issues Cash Meal Tickets to the Accounting Technician on the basis of a requisition. These

requisitions are numbered in the regular series, and the transactions posted in the log book.

b. Issuance. All Cash Meal Tickets are prenumbered and furnished to a facility by the Property Management Section upon notification. Upon receipt, they should be carefully checked and an acknowledgment returned to the sender. Meal tickets are stored in a secure and fireproof safe.

c. Accountability. Cash Meal Tickets may be sold anytime the Cashier's Office is open to transact business. The Accounting Technician issues a regular receipt for the total value of the meal tickets sold for which they are accountable and which are included in each deposit.

Each meal ticket is signed and dated by the individual before being placed in the special locked box provided in the staff dining room. Tickets are transferable between institutions. No refund is made for unused meal tickets, regardless of the reason.

3. PROTECTIVE CLOTHING. Protective clothing is Government-owned clothing provided to eligible employees on a temporary basis while performing duty assignments requiring protection of personal or uniform clothing.

a. Accountability and Control.

(1) The Cost Center Manager is responsible for procuring, storing, issuing, and controlling protective clothing, except shoes. The Cost Center Manager keeps records to record stock, receipt, issuance, and disposal of clothing. The procurement, storage, issuance, and control of safety shoes is the responsibility of the Office of Financial Management or other office the CEO designates.

(2) Employees are accountable for the cost of protective clothing not returned, unless it can be established by the facility Board of Survey such clothing has been lost or destroyed through no direct or indirect negligence of the employee.

b. Care of Protective Clothing.

(1) An employee needs to properly care for and conserve protective clothing and which is worn only while the employee is on duty.

(2) Laundering and dry cleaning of protective clothing is at the Government's expense.

(3) Employees are cautioned not to destroy or dispose of any article of clothing, even though worn-out. Worn-out items are returned to the Cost Center Manager and a proper receipt obtained.

4. **VEHICLE TITLES.** A certificate of origin is completed and given to the appropriate General Services Administration (GSA) office approved bidder at time of transfer of the vehicle. When a vehicle is surveyed, the certificate of origin is voided and attached to the Report of Survey.

Frequently, certificates of origin are not provided for vehicles acquired through excess sources. In these instances, a copy of the Excess Property Transfer Order (EPTO) is filed in place of the certificate of origin. The EPTO contains the signature of the releasing authority at the GSA and, if applicable, the agency from which the vehicle is being received. Further, the EPTO includes the vehicle's identification number, mileage, GSA document number or agency freeze number, and any other data GSA or the other releasing agency requires.



## UNCLAIMED PROPERTY

The Program Statement describes all classifications of unclaimed property.

This chapter shall be reserved for additional technical reference materials.

## SEASONAL DECORATIONS

The Program Statement prescribes all circumstances under which seasonal decorations shall be purchased.

This chapter shall be reserved for additional technical reference materials.

# STAFF HOUSING (QUARTERS)

GENERAL. This chapter provides rental computation for personnel temporarily residing in living quarters on the facility reservation.

## RENTAL COMPUTATION CHART.

| Mthly | Bi-Wkly | Mthly | Bi-Wkly  | Mthly | Bi-Wkly  | Mthly | Bi-Wkly  |
|-------|---------|-------|----------|-------|----------|-------|----------|
| \$ 1  | \$ .50  | \$ 26 | \$ 12.00 | \$ 51 | \$ 23.50 | \$ 76 | \$ 35.00 |
| 2     | 1.00    | 27    | 12.50    | 52    | 24.00    | 77    | 35.50    |
| 3     | 1.50    | 28    | 13.00    | 53    | 24.50    | 78    | 36.00    |
| 4     | 2.00    | 29    | 13.50    | 54    | 25.00    | 79    | 36.50    |
| 5     | 2.50    | 30    | 14.00    | 55    | 25.50    | 80    | 37.00    |
| 6     | 3.00    | 31    | 14.50    | 56    | 26.00    | 81    | 37.50    |
| 7     | 3.00    | 32    | 15.00    | 57    | 26.50    | 82    | 38.00    |
| 8     | 4.00    | 33    | 15.00    | 58    | 27.00    | 83    | 38.50    |
| 9     | 4.00    | 34    | 15.50    | 59    | 27.00    | 84    | 39.00    |
| 10    | 4.50    | 35    | 16.00    | 60    | 27.50    | 85    | 39.00    |
| 11    | 5.00    | 36    | 16.50    | 61    | 28.00    | 86    | 39.50    |
| 12    | 5.50    | 37    | 17.00    | 62    | 28.50    | 87    | 40.00    |
| 13    | 6.00    | 38    | 17.50    | 63    | 29.00    | 88    | 40.50    |
| 14    | 6.50    | 39    | 18.00    | 64    | 29.50    | 89    | 41.00    |
| 15    | 7.00    | 40    | 18.50    | 65    | 30.00    | 90    | 41.50    |
| 16    | 7.50    | 41    | 19.00    | 66    | 30.50    | 91    | 42.00    |
| 17    | 8.00    | 42    | 19.50    | 67    | 31.00    | 92    | 42.00    |
| 18    | 8.50    | 43    | 20.00    | 68    | 31.50    | 93    | 42.50    |
| 19    | 9.00    | 44    | 20.50    | 69    | 32.00    | 94    | 43.00    |
| 20    | 9.00    | 45    | 21.00    | 70    | 32.50    | 95    | 43.50    |
| 21    | 9.50    | 46    | 21.00    | 71    | 33.00    | 96    | 44.00    |
| 22    | 10.00   | 47    | 21.50    | 72    | 33.00    | 97    | 44.50    |
| 23    | 10.50   | 48    | 22.00    | 73    | 33.50    | 98    | 45.00    |
| 24    | 11.00   | 49    | 22.50    | 74    | 34.00    | 99    | 45.50    |
| 25    | 11.50   | 50    | 23.00    | 75    | 34.50    | 100   | 46.00    |

Individual rental rate in excess of \$100 monthly (\$46.00 bi-weekly), is computed using a combination of \$100 plus a figure bringing the total to the actual monthly rental and converting this total to the bi-weekly rate:

EXAMPLE: Monthly rent \$110 (\$100 + \$10 monthly)  
(\$46 + \$4.50 = \$50.50 bi-weekly)

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Attachment 13 - A, Page 1

BP-S126.023, ASSIGNMENT OF STAFF HOUSING  
is available on BOPDOCS.

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Attachment 13 - B, Page 1

BP-S127.023 TERMINATION OF STAFF HOUSING  
is available on BOPDOCS.

TRM 4401.02

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Attachment 13 - C, Page 1

BP-S128.023, ASSIGNMENT OF TRANSIENT QUARTERS  
is available on BOPDOCS

## GOVERNMENT QUARTERS INVENTORY

Transaction: Add Record ☐ Delete Record ☐ Change Record ☐

1. Agency Code: 1 5 1 9 GFO Organization Code: Quarters Identification No.: Facilities Management No.: (optional)

2. Installation Name: 3. GSA Installation Code: 4. State Code:

5. County Code: 6. Agency Region Code: 7. Management Unit: 8. QMIS Region:

9. Nearest Established Community: 10. GSA State/Community Code:

11. Heating Degree Days: 12. Cooling Degree Days: 13. HUD MPS Zone:

14. Miles (one way) between quarters and nearest established community - round to nearest mile:  
Paved road/rail miles Unpaved road miles Unimproved (jeep) road miles Water and other miles Air miles

15. Rent Class:  
A House-single-family detached  
B House-single-familyplexed  
C Apartment  
Cabin/lookout  
Temporary  
Mobile home  
Reserved for future use  
Travel trailer  
I Dormitory/Bunkhouse  
J Trailer pad  
Tent  
Houseboat

16. Year Constructed:

17. Number of Units:

18. Gross Finished Floor Space (square feet):  
Finished basement  
First floor  
Other floor(s)

19. Official Use Space (square feet):  
Finished basement  
First floor  
Other floor(s)

20. Unused Finished Space (square feet):  
Finished basement  
First floor  
Other floor(s)

21. Unfinished Basement (square feet):

22. Number of Bedrooms:  
Number used:

23. Number of Bathrooms:  
Number used:

24. Total Rooms:  
Number used:

25. Interior Condition:  
A Excellent D Poor  
B Good E Obsolete  
C Fair N N/A trailer pad

26. Exterior Condition:  
A Excellent D Poor  
B Good E Obsolete  
C Fair N N/A trailer pad

27. Primary Heating Fuel/Energy:  
A Natural gas F Electricity (heat pump)  
B L.P. gas G Coal  
C Fuel oil #2 H Wood  
D Fuel oil #1 I Solar  
E Electricity (resistance) N None

28. Primary Heat Delivery System:  
A Panel E Solar  
B Forced air F Stove/Heater  
C Hot water/steam G Fireplace  
D Heat pump N None

29. Insulation:  
A Adequate N None  
B Minimum

30. Air Conditioning:  
For each central cooling system listed, insert the quantity provided by the Government and the type of fuel consumed. (E - electricity, P - propane, G - natural gas, N - N/A)  
Central cooling systems: Fuel No. Type  
Refrigerated  
Evaporative

Window cooling units:  
Number of refrigerated air units  
Number of evaporative air units

31. Exterior Material/Siding:  
A Wood H Log  
B Metal I Part brick  
C Brick J Asbestos  
D Stucco K Canvas  
E Native stone L Vinyl/Fiberglass  
F Adobe T Trailer pad  
G Cement block

32. Garage/Carport:  
A Garage, one-car (unheated)  
B Garage, 2+ cars (unheated)  
C Garage, one-car (heated)  
D Garage, 2+ cars (heated)  
E Carport N None

33. Number of Storage Units:

34. Number of Rooms With Government Furniture:

| <p>35. Fireplaces:<br/>Number of working open fireplaces <input type="checkbox"/><br/>Number with Government inserts <input type="checkbox"/><br/>Number with Government stoves <input type="checkbox"/><br/>Fireplaces/inserts/stove primary heat source? (Y, N, or D) <input type="checkbox"/></p> <p>36. Free-Standing Stoves:<br/>Number of Government provided stoves <input type="checkbox"/><br/>Is Government stove primary heat source? (Y, N, or D) <input type="checkbox"/><br/>Is Government stove primary cooking appliance? (Y, N, or D) <input type="checkbox"/></p> <p>37. Government-Furnished Appliances:<br/>For each appliance listed, insert the number provided by the Government, and type of fuel consumed. (E - electricity; O - fuel oil; G - natural gas; P - propane; N - N/A)</p> <table border="1"><thead><tr><th>Appliance</th><th>No.</th><th>Fuel Type</th></tr></thead><tbody><tr><td>Refrigerator(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Kitchen range(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Dishwasher(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Clothes washer(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Clothes dryer(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Food freezer(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Microwave oven(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Trash compactor(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Space heater(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Hot tub(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Lawn mower(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Engine heater(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Water heater(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Dehumidifier(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> | Appliance                                                                                                                                             | No.                      | Fuel Type                | Refrigerator(s)          | <input type="checkbox"/> | <input type="checkbox"/> | Kitchen range(s) | <input type="checkbox"/> | <input type="checkbox"/> | Dishwasher(s) | <input type="checkbox"/> | <input type="checkbox"/> | Clothes washer(s) | <input type="checkbox"/> | <input type="checkbox"/> | Clothes dryer(s) | <input type="checkbox"/> | <input type="checkbox"/> | Food freezer(s) | <input type="checkbox"/> | <input type="checkbox"/> | Microwave oven(s) | <input type="checkbox"/> | <input type="checkbox"/> | Trash compactor(s) | <input type="checkbox"/> | <input type="checkbox"/> | Space heater(s) | <input type="checkbox"/> | <input type="checkbox"/> | Hot tub(s) | <input type="checkbox"/> | <input type="checkbox"/> | Lawn mower(s) | <input type="checkbox"/> | <input type="checkbox"/> | Engine heater(s) | <input type="checkbox"/> | <input type="checkbox"/> | Water heater(s) | <input type="checkbox"/> | <input type="checkbox"/> | Dehumidifier(s) | <input type="checkbox"/> | <input type="checkbox"/> | <p>39. Tenant-Owned Appliances (cont):<br/>(E - electricity; O - fuel oil; G - natural gas; P - propane; N - N/A)</p> <table border="1"><thead><tr><th>Appliance</th><th>No.</th><th>Fuel Type</th></tr></thead><tbody><tr><td>Microwave oven(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Trash compactor(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Space heater(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Window A/C unit(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Hot tub(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Satellite dish(es)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Engine heater(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Dehumidifier(s)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>40. Electric Credits (metered service only):<br/>enter the number of units each:</p> <table border="1"><tbody><tr><td>Well pump</td><td><input type="checkbox"/></td><td>Sump pump</td><td><input type="checkbox"/></td></tr><tr><td>Base radio</td><td><input type="checkbox"/></td><td>Sewer lift</td><td><input type="checkbox"/></td></tr><tr><td>Remote control</td><td><input type="checkbox"/></td><td>Radon gas</td><td><input type="checkbox"/></td></tr></tbody></table> <p>41. Utilities Provided at the Quarters:<br/>A = Government provides-metered-in rent<br/>X = Government provides-metered-not in rent<br/>B = Government provides-unmetered<br/>C = Tenant pays private supplier<br/>D = Not provided</p> <table border="1"><tbody><tr><td>Electricity</td><td><input type="checkbox"/></td><td>Fuel oil</td><td><input type="checkbox"/></td></tr><tr><td>Natural gas</td><td><input type="checkbox"/></td><td>Water</td><td><input type="checkbox"/></td></tr><tr><td>Propane</td><td><input type="checkbox"/></td><td>Sewer</td><td><input type="checkbox"/></td></tr></tbody></table> <p>42. Monthly Metered Usage for Government Provided Metered Utilities: enter 0's if unmetered or not Government provided or not in the rent</p> <table border="1"><tbody><tr><td>Electricity</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Natural gas</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Propane</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Fuel oil</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Water</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>43. Other Government Provided Services:</p> <table border="1"><tbody><tr><td>Trash removal? (Y or N)</td><td><input type="checkbox"/></td></tr><tr><td>Lawn care (Y or N)</td><td><input type="checkbox"/></td></tr><tr><td>Television reception:</td><td></td></tr><tr><td>Government cable</td><td><input type="checkbox"/></td></tr><tr><td>Government satellite dish</td><td><input type="checkbox"/></td></tr><tr><td>Government doesn't provide reception</td><td><input type="checkbox"/></td></tr><tr><td>Number of Government provided premium TV channels</td><td><input type="checkbox"/></td></tr><tr><td>Maid service (Y or N)</td><td><input type="checkbox"/></td></tr><tr><td>Swimming pool (I, C, or N)</td><td><input type="checkbox"/></td></tr><tr><td>Firewood (No. cords per year)</td><td><input type="checkbox"/></td></tr><tr><td>Snow removal (Y or N)</td><td><input type="checkbox"/></td></tr></tbody></table> | Appliance | No. | Fuel Type | Microwave oven(s) | <input type="checkbox"/> | <input type="checkbox"/> | Trash compactor(s) | <input type="checkbox"/> | <input type="checkbox"/> | Space heater(s) | <input type="checkbox"/> | <input type="checkbox"/> | Window A/C unit(s) | <input type="checkbox"/> | <input type="checkbox"/> | Hot tub(s) | <input type="checkbox"/> | <input type="checkbox"/> | Satellite dish(es) | <input type="checkbox"/> | <input type="checkbox"/> | Engine heater(s) | <input type="checkbox"/> | <input type="checkbox"/> | Dehumidifier(s) | <input type="checkbox"/> | <input type="checkbox"/> | Well pump | <input type="checkbox"/> | Sump pump | <input type="checkbox"/> | Base radio | <input type="checkbox"/> | Sewer lift | <input type="checkbox"/> | Remote control | <input type="checkbox"/> | Radon gas | <input type="checkbox"/> | Electricity | <input type="checkbox"/> | Fuel oil | <input type="checkbox"/> | Natural gas | <input type="checkbox"/> | Water | <input type="checkbox"/> | Propane | <input type="checkbox"/> | Sewer | <input type="checkbox"/> | Electricity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Natural gas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Propane | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fuel oil | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trash removal? (Y or N) | <input type="checkbox"/> | Lawn care (Y or N) | <input type="checkbox"/> | Television reception: |  | Government cable | <input type="checkbox"/> | Government satellite dish | <input type="checkbox"/> | Government doesn't provide reception | <input type="checkbox"/> | Number of Government provided premium TV channels | <input type="checkbox"/> | Maid service (Y or N) | <input type="checkbox"/> | Swimming pool (I, C, or N) | <input type="checkbox"/> | Firewood (No. cords per year) | <input type="checkbox"/> | Snow removal (Y or N) | <input type="checkbox"/> | <p>44. Additional Charges: \$ <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>45. Additional Deductions: \$ <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>46. Amenities (Y or N)</p> <table border="1"><tbody><tr><td>Adequate water service</td><td><input type="checkbox"/></td></tr><tr><td>Adequate electric service</td><td><input type="checkbox"/></td></tr><tr><td>Adequate fuel storage/delivery</td><td><input type="checkbox"/></td></tr><tr><td>Adequate police protection</td><td><input type="checkbox"/></td></tr><tr><td>Adequate fire protection</td><td><input type="checkbox"/></td></tr><tr><td>Adequate sanitation service</td><td><input type="checkbox"/></td></tr><tr><td>Telephone service:</td><td></td></tr><tr><td>Phone in area but not in quarters</td><td><input type="checkbox"/></td></tr><tr><td>Phone in quarters</td><td><input type="checkbox"/></td></tr><tr><td>(S - private line, P - Party line, N - None)</td><td><input type="checkbox"/></td></tr><tr><td>Noise/odors ok</td><td><input type="checkbox"/></td></tr><tr><td>Miscellaneous improvements</td><td><input type="checkbox"/></td></tr><tr><td>Pave streets</td><td><input type="checkbox"/></td></tr><tr><td>Sidewalks</td><td><input type="checkbox"/></td></tr><tr><td>Street lights</td><td><input type="checkbox"/></td></tr></tbody></table> <p>47. Misc. Administrative Adjustments:</p> <table border="1"><tbody><tr><td>Loss of privacy (%)</td><td><input type="checkbox"/></td></tr><tr><td>Excessive heating and cooling (\$ deduction)</td><td><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></td></tr><tr><td>Excessive size (%)</td><td><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></td></tr><tr><td>Inadequate size (%)</td><td><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></td></tr></tbody></table> <p>48. Number of Planned Unrelated Occupants: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>49. Number of Actual Unrelated Occupants: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>50. Quarters Occupied (Y or N): <input type="checkbox"/></p> <p>51. Seasonal Use<br/>Y or N (year-round): <input type="checkbox"/></p> <p>52. Justification (Y or N):<br/>Necessary service <input type="checkbox"/><br/>Isolation <input type="checkbox"/><br/>Protection <input type="checkbox"/></p> <p>53. Date Justification Approved: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> | Adequate water service | <input type="checkbox"/> | Adequate electric service | <input type="checkbox"/> | Adequate fuel storage/delivery | <input type="checkbox"/> | Adequate police protection | <input type="checkbox"/> | Adequate fire protection | <input type="checkbox"/> | Adequate sanitation service | <input type="checkbox"/> | Telephone service: |  | Phone in area but not in quarters | <input type="checkbox"/> | Phone in quarters | <input type="checkbox"/> | (S - private line, P - Party line, N - None) | <input type="checkbox"/> | Noise/odors ok | <input type="checkbox"/> | Miscellaneous improvements | <input type="checkbox"/> | Pave streets | <input type="checkbox"/> | Sidewalks | <input type="checkbox"/> | Street lights | <input type="checkbox"/> | Loss of privacy (%) | <input type="checkbox"/> | Excessive heating and cooling (\$ deduction) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Excessive size (%) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Inadequate size (%) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
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| Food freezer(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| Microwave oven(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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| Space heater(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| Hot tub(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| Lawn mower(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| Engine heater(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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| Water heater(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| Satellite dish(es)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| Adequate fuel storage/delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         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| Sidewalks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| Street lights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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| Loss of privacy (%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| Excessive heating and cooling (\$ deduction)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           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| Excessive size (%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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| Inadequate size (%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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Sign and Date:

Property Officer

Occupant

Housing Committee Chairman



**COMPLETING THE  
GOVERNMENT QUARTERS INVENTORY FORM**

**GENERAL INSTRUCTIONS**

A separate inventory form must be prepared for each occupied Government Furnished Quarters (GFQ) and trailer pad, at initial occupancy, change of occupancy, and for changes in inventory.

All rent classes except trailer pads, respond to items 1 through 3, 9, 14 through 35, 37 through 43 and 46. Trailer pads respond to items 1 through 3, 9, 14 through 18, 22, 27, 28, 30, 32, 33, 37 through 41, 43, and 46. Fill in all blank blocks **G** with: square feet, quantity, fuel type, **"Y"** (yes) or **"N"** (no) or appropriate letter. Indicate choice in lettered blocks with an **"X."** Blackened out blocks **\$** do not need to be completed by the institution.

**ADDITIONAL INSTRUCTIONS**

- Item 1. Agency Code and GFQ Identification Number.**  
! Agency Code "1 5 1 9."  
! GFQ Organization Code. NOT APPLICABLE.  
! Quarters Identification No. Enter quarter's identifier - numerical or alpha-numerical.  
Example "H 1 3 0 4." DO NOT DUPLICATE GFQ numbers.  
! Facilities Management No. NOT APPLICABLE.
- Item 2. Installation Name.** Enter institution name.  
Example "F P C A L D E R S O N."
- Item 3. GSA Installation Code.** Use the 5-digit real property code from Property Management Technical Reference Manual TRM 020-01 Attachment 8-B, pages 1, 2, or 3.  
Example "0 9 1 1 2 - 0 0."
- Item 4. State Code.** NOT APPLICABLE.
- Item 5. County Code.** NOT APPLICABLE.
- Item 6. Agency Region Code.** NOT APPLICABLE.
- Item 7. Management Unit.** NOT APPLICABLE.
- Item 8. QMIS Region.** NOT APPLICABLE.

- Item 9. Nearest Established Community.** Enter name of nearest established community (NEC). An NEC is a city or town with a population of 1500 or more and at least one physician and one dentist.
- Item 10. GSA State/Community Code.** NOT APPLICABLE.
- Item 11. Heating Degree Days.** NOT APPLICABLE.
- Item 12. Cooling Degree Days.** NOT APPLICABLE.
- Item 13. HUD MPS Zone.** NOT APPLICABLE.
- Item 14. Miles.**
- ! Paved road/rail miles.** Enter number of one way miles from the GFQ or trailer pad to NEC.  
Example "0 1 7."
  - ! Unpaved road miles.** NOT APPLICABLE.
  - ! Unimproved (jeep) road miles.** NOT APPLICABLE.
  - ! Water and other miles.** NOT APPLICABLE.
  - ! Air miles.** NOT APPLICABLE.
- Item 15. Rent Class.** "X" out the letter that best represents the housing classification.
- A. House-single-family detached.**
  - B. House-single-family plexed.** Two or more units joined, connected or plexed with private entrance/exit, i.e., duplexes, triplexes, row houses, townhouses, cluster homes, patio homes, etc.
  - C. Apartment.** Multi-dwelling structures normally sharing a common non-emergency entrance/exit.
  - D. Cabin/Lookout.** NOT APPLICABLE.
  - E. Temporary.** NOT APPLICABLE.
  - F. Mobile home.** NOT APPLICABLE.
  - G. Reserved for future use.** NOT APPLICABLE.
  - H. Travel trailer.** NOT APPLICABLE.
  - I. Dormitory/Bunkhouse.** Structures with common-use bathrooms or common-use kitchens, i.e., BOQ.
  - J. Trailer pad.** Employee-owned mobile home unit occupying a Government trailer pad.
  - K. Tent.** NOT APPLICABLE.
  - L. Houseboat.** NOT APPLICABLE.
- Item 16. Year Constructed.** Enter year GFQ or trailer pad was constructed. Example "1 9 2 6."

- Item 17. Number of Units.** Enter total number of plexed units, apartments, mobile homes, dormitory/bunkhouse, and trailer pads. Enter "0 0 1" for single family homes.
- Item 18. Gross Finished floor space (square feet).** Total gross finished floor space is established by measuring exterior dimensions to the nearest inch. Enter "0 0 0 0" if there is no finished space on any floor.
- ! Finished basement. Enter total gross finished floor space for finished basement.
  - ! First floor. Enter total gross finished floor space for first floor.
  - ! Other floor(s). Enter total gross finished floor space for other floor(s).
- Item 19. Official Use Space (square feet).** Official use space is finished floor space that has been approved exclusively for official business. Enter number of square feet of official space on each floor level shown. Enter "0 0 0 0" if there is no official use space for each floor.
- ! Finished basement. Enter total gross finished official use floor space for finished basement.
  - ! First floor. Enter total gross finished official use floor space for first floor.
  - ! Other floor(s). Enter total gross finished official use floor space for other floor(s).
- Item 20. Unused Finished Space (square feet).** Enter the number of square feet of finished space on each floor that has been closed off, locked, or otherwise secured to bar access by the occupant(s). Finished space may be closed off to reduce the square footage, and rent, when a portion of the dwelling unit is excess to the needs of the occupant(s). Enter "0 0 0 0" if there is no unused finished space.
- ! Finished basement. Enter total gross finished floor space for unused finished basement.
  - ! First floor. Enter total gross finished floor space for unused finished first floor.
  - ! Other floor(s). Enter total gross finished floor space for unused finished other floor(s).
- Item 21. Unfinished Basement (square feet).** Enter the total square feet of unfinished basement area. The amount of unfinished space added to the finished basement area in **Item 18** equals the total basement area. Enter "0 0 0 0" if there is no unfinished basement space.

- Item 22. Number of Bedrooms.** To determine whether or not a specific area constitutes a bedroom, use the following guidelines: Size - Only bedrooms with minimum size of 80 square feet, with no dimension less than 8.0 feet, qualify. Egress - Bedrooms need at least two means of egress, a door and the other can be a window. Where a window is used as egress, it needs to be unobstructed, operable from the inside, provide a clear opening of not less than 20 inches in width, 24 inches in height and 5.7 square feet in area, and the bottom not more than 44 inches off the floor. Closet - All bedrooms need at least one closet enclosing approximately 6.0 square feet of floor space and have five feet of vertical hanging space available. Enter the total quantity of bedrooms. Example "0 4."
- ▶ For a finished area in a basement to qualify as a bedroom it needs to have at least one wall 50% above ground level with a door or window which permit egress to the outside.
  - ! **Number Used.** The number of bedrooms used is the total number of bedrooms recorded in **Item 22** minus the number of bedrooms closed off to bar access by the occupant(s). Bedrooms may be closed off to reduce the number of bedrooms, square footage, and rent, when one or more bedrooms are excess to the needs of the occupant(s). Enter the quantity of bedrooms actually being used. Example "0 4."
  - ▶ The **Number** of bedrooms **Used** for trailer pads is based on bedrooms actually used for sleeping.

- Item 23. Number of Bathrooms.** Enter the quantity of bathrooms. Enter "0 . 2 5" for one quarter, enter "0 . 5 0" for one half, enter "0 . 7 5" for three quarters, enter "1 . 0 0" for full, etc. One quarter bath contains either a wash basin, toilet or a shower stall. One half bath contains at least a tub (with or without a shower). A three quarters bath contains a wash basin, toilet and shower (but not a bathtub). A full bath contains a wash basin, toilet and bath tub (with or without a shower).
- ! **Number Used.** Enter the quantity of bathrooms actually used. Example "1 . 7 5." The **Number** of bathrooms **Used** is the total number of bathrooms as recorded in **Item 23** minus the number of bathrooms that have been closed off to bar access by the occupant(s). Bathrooms may be closed off to reduce the quantity of bathrooms, square footage, and rent, when the bathroom space is excess to the needs of the occupant(s).

**Item 24. Total Rooms.** Enter the total quantity of finished rooms excluding any halls, alcoves, pantries, bathrooms, or any other area that is so small it can only be used as a storage area. Example "0 7." A dining area qualifies as a separate room rather than merely an extension of the kitchen or living room, if the dining area is at least partially separated from the kitchen or living room by a wall, regardless of size.

**! Number Used.** Enter the quantity of rooms actually used. Example "0 7." The **Number** of rooms **Used** is the total quantity of rooms in **Item 24** minus the number of rooms closed off to bar access by the occupant(s). Rooms may be closed off to reduce the quantity of rooms, square footage, and rent, when rooms are excessive to the needs of the occupant(s).

**Item 25. Interior Condition.** "X" out the letter that represents the interior condition of the GFQ.

**A. Excellent.** Like new.

**B. Good.** In good repair and requires minimum maintenance and no repair. Examples include touch-up painting, small tears in screen, and requires minimum disruption to occupant(s) and expense.

**C. Fair.** Requires minor maintenance and/or minimum repairs. Examples include worn/stained carpeting, minor foundation cracks and early signs of reversible deterioration.

**D. Poor.** Needs major repairs or if substantially deferred maintenance is evident. Examples included leaking roof and cracked foundation walls which allow infiltration by rodents and insects.

**E. Obsolete.** Age and/or condition is such that quarters should be replaced or undergo renovation. Obsolete quarters are not fit for human habitation; major health and safety violations are evident.

**N. N/A trailer pad.**

**Item 26. Exterior Condition.** Same instructions as **Interior Condition - Item 25.**

**Item 27. Primary Heating Fuel/Energy.** "X" out the letter that best represents the fuel used in the primary central heating system (the heating system designed and built into the GFQ or trailer pad).

**Item 28. Primary Heating Delivery System.** "X" out the letter that best represents the primary central heating system designed and built into the GFQ or trailer pad. The system, whether used or not, needs to be entered on the Government Quarters Inventory form. If the occupant chooses to use an alternate heating system, such as a fireplace, insert or stove, it will not be inventoried as the primary heating system.

**Item 29. Insulation.** "X" out the letter that best represents the classification of insulation present in the GFQ. In determining the insulation classification, consideration is not only restricted to insulation levels (rating) in walls and ceilings, but also to weatherstripping; caulking; the presence or absence of storm or double/triple glazed windows; infiltration barriers offered by odors or storm doors; etc.

- A. Adequate** (full) insulation is present where construction (including insulation levels) meets or exceeds building standards for the geographic area the GFQ is located.
- B. Minimum** reflects the presence of insulation and/or infiltration barriers that are less than the amounts recommended in current building standards (consult Facilities).
- N. None** is used to describe a quarters with no insulation.
  - ▶ Travel trailers and mobile homes constructed prior to September 1977 are presumed to have minimum insulation. Those constructed after September 1977 have adequate (full) insulation.

**Item 30. Air Conditioning.** For each central cooling system listed, insert the quantity provided by the Government and the type of fuel consumed. (**E**-electricity, **P**-propane, **G**-natural gas, or **N**-N/A).

**! Central cooling systems.**

**! Refrigerated.** Enter the quantity of refrigerated (compressor) central cooling systems (or "0" for none), and enter the fuel used to operate the central refrigerated cooling systems.  
*Do not include window cooling systems.*

**! Evaporative.** Enter the quantity of evaporated (swamp) central cooling systems (or "0" for none).  
*Do not include window cooling systems.*

**! Window cooling units.**

**! Number of refrigerated air units.** Enter the quantity of Government provided window refrigerated air conditioning units or "0" for none.

**! Number of evaporative air units.** Enter the quantity of Government provided window evaporative air conditioning units or "0" for none.

**Item 31. Exterior Material/Siding.** "X" out the letter that best represents the type of material or siding covering the majority of the GFQ.

- For brick siding/construction, "X" out the letter **"C" Brick**, if brick covers all of the GFQ walls. "X" out the letter **"I" Part Brick**, if brick covers between 50 and 99 percent of the GFQ walls.

**Item 32. Garage/Carport.** "X" out the letter that best represents the garage facility provided with the GFQ or trailer pad. "X" out **"N" None**, if there is no garage or carport.

**Item 33. Number of Storage Units.** Enter the number of storage units provided to the occupant exclusive of garages and carports. Enter "0" if storage space is not provided by the Government.

- A storage unit includes separate storage sheds, unfinished basement, or attic space accessible by stairway and having a solid floor. A storage unit in an attic or unfinished basement needs to have a "floor area" of at least 40 square feet, provided that there is at least 78 inches of vertical clearance from the floor. An unfinished basement cannot be inventoried as a storage unit if the basement is subject to periodic flooding.

**Item 34. Number of Rooms With Government Furniture.**  
NOT APPLICABLE.

**Item 35. Fireplaces.**

- ! Number of working open fireplaces.** Enter the number of working fireplaces in the GFQ that are usable as fireplaces. Enter "0" if there are no working fireplaces. Do not include fireplaces which are equipped with Government-furnished inserts or which have Government-furnished stoves vented through them.

- ▶ If there is an occupant-owned insert or a stove installed in a working fireplace, the fireplace shall be inventoried as a working open fireplace. This includes fireplaces with fire screens or glass doors installed.
- ! **Number with Government inserts.** Enter the number of working fireplaces in which a Government-furnished insert (with metal or glass doors) has been installed. The term "insert" does not include a stove which protrudes outwardly from the fireplace opening or which stands in front of the fireplace; nor does it include glass or a fire screen installed on the fireplace. Enter "0" if there are no working fireplaces equipped with Government inserts.
- ! **Number with Government stoves.** Enter the number of working fireplaces which have Government-furnished stoves in front, inside, or vented through them. Enter "0" if there are no working fireplaces with Government stoves.
- ! **Fireplaces/inserts/stove primary heat source.**  
Not Applicable.

**Item 36. Free-Standing Stoves.**

- ! **Number of Government provided stoves.**  
NOT APPLICABLE.
- ! **Is Government stove primary heat source.**  
NOT APPLICABLE.
- ! **Is Government stove primary cooking appliance.**  
NOT APPLICABLE.

- Item 37. Government-furnished appliances.** Enter the quantity and fuel type used by each appliance in the GFQ or trailer pad. If the unit is equipped with one refrigerator, enter "1" in the block immediately after "refrigerator" and an "E" for **Fuel Type** if the refrigerator is electrically operated. Enter "0" for each appliance that is not furnished by the Government and enter "N" (N/A) for **Fuel Type**. Enter "E" for electricity, "O" for fuel oil, "G" for natural gas, "P" for propane or "N" if not applicable.
- ▶ *Only Government-furnished appliances are to be recorded. See Program Statement 4400.03, Chapter 13, page 3, paragraph 4d.*

- Item 38. Government-Provided Joint Use Appliances.**  
NOT APPLICABLE.



- Item 39. Tenant-Owned Appliances.** Enter the quantity and fuel type used by each occupant-owned appliance listed in the same manner as for **Government-furnished Appliances - Item 37.** Enter "0" for each appliance not occupant-owned and enter "N" (N/A) for **Fuel Type.**
- ▶ *Only occupant-owned appliances are to be recorded.*
- Item 40. Electric Credits (metered service only).**  
NOT APPLICABLE.
- Item 41. Utilities Provided at the Quarters.** Enter the appropriate code for each listed utility. Enter "A" if the utility is provided by the Government, the amount of the utility consumed is metered or measured, and the charges for the utility are based upon the metered or measured amounts of the utility consumed (metered readings). Enter "X" if the utility is provided by the Government, the amount of the utility consumed is metered, and the Government collects for the utility outside the rental system (as in separate bills for collection). Enter "B" if the utility is provided by the Government, the amount of the utility consumed is not metered or measured, and the charges for the utility are based upon "flat rate" estimates of the amounts consumed. Enter "C" if the utility is provided by a private firm (utility company) and the utility company bills the occupant directly for the amount of the utility consumed. Enter "D" if the utility is not provided/available at the GFQ or trailer pad site.
- Item 42. Monthly Metered Usage for Government Provided Metered Utilities.** NOT APPLICABLE.
- Item 43. Other Government Provided Services.** Enter the appropriate response for each listed service that is provided by the Government.
- ! **Trash removal?** Enter "Y" (yes) if the Government provides trash removal at the GFQ or trailer pad or within a reasonable distance. This includes curbside pickup or the provision of dumpsters located in close proximity to the GFQ or trailer pad. Enter "Y" (yes) if the occupant is allowed to transport the trash to a disposal site during duty hours. Enter "N" (no) if the Government does not provide trash pickup.
  - ! **Lawn care?** Enter "Y" (yes) if the Government provides lawn care at the GFQ or trailer pad. Enter "N" if the occupant mows the lawn.

- ! Television reception.** "X" out the letter that best describes the television reception service provided by the Government to the GFQ or trailer pad. If the Government paid for the initial installation of the cable or satellite system, or is paying the service, maintenance or subscription fees, the service is considered as being provided by the Government. Service provided by cable or satellite facilities, installed and funded by employee or occupant organizations, are not regarded as provided by the Government. Charges for such facilities are not to be included in the quarters rental charge.
- ! Number of Government provided premium TV channels.** Enter the number of premium channels which can be received, unscrambled, at the GFQ or trailer pad, and which have been paid for by the Government, or which are available through Government provided signal descramblers. Premium channels are those which are not included in local basic cable/satellite subscription fees, but which are made available for an additional charge. Examples of premium channels include HBO, CINEMAX, SHOWTIME, etc. Enter "0" if no premium channels are provided by the Government.
- ! Maid service.** NOT APPLICABLE.
- ! Swimming pool.** Enter "**I**" (individual) if the Government provides a swimming pool (without charge) on the premises of an individual GFQ or trailer pad property, and if the pool is available for use only by the occupant(s) and invited guests of the GFQ or trailer pad. Enter "**C**" (community) if the Government provides a community swimming pool, which is available (without charge or invitation) to all GFQ or trailer pad occupants in the area or installation. Enter "**N**" (no) if the Government does not provide a swimming pool to GFQ or trailer pad occupant(s). Enter "**N**" (no) if a private (non-Government) swimming pool is available to GFQ or trailer pad occupant(s) upon payment of user membership fees.
- ! Firewood.** NOT APPLICABLE. Firewood is not to be purchased for or provided to staff residences by the Government per Program Statement 4400.03, Chapter 13, page 2, paragraph 3.

**! Snow removal?** Enter **"Y"** (yes) if the Government provides snow removal at the GFQ or trailer pad. Enter **"N"** (no) if the occupant removes the snow. Snow removal means removing snow from sidewalks, doorsteps, driveways and other areas from which an occupant would normally be expected to remove the snow. It does not include removing snow from roadways, streets, common areas, roof areas (to protect the property), etc.

**Item 44. Additional Charges.** NOT APPLICABLE.

**Item 45. Additional Deductions.** NOT APPLICABLE.

**Item 46. Amenities.** Enter **"Y"** (yes) to indicate each individual amenity that is present at the GFQ or trailer pad location. Enter **"Y"** (yes) where a service is available, but an occupant elects not to use or subscribe to the service. Enter **"N"** (no) if the amenity is not present at the GFQ or trailer pad. To be present, an amenity must be available at the GFQ or trailer pad.

**Item 47. Misc. Administrative Adjustments.** NOT APPLICABLE.

**Item 48. Number of Planned Unrelated Occupants.** NOT APPLICABLE.

**Item 49. Number of Actual Unrelated Occupants.** NOT APPLICABLE.

**Item 50. Quarters Occupied.** NOT APPLICABLE.

**Item 51. Seasonal Use.** NOT APPLICABLE.

**Item 52. Justification.** NOT APPLICABLE.

**Item 53. Date Justification Approved.** NOT APPLICABLE.

**SIGNATURE BLOCKS**

**! Prepared by.**

- Signed and dated by the Property Officer.

**! Acknowledged by.**

- Signed and dated by Occupant.

**! Approved by.**

- Signed and dated by Chairman of the Housing Committee.

## REPORT CALENDAR

The Program Statement lists all periodic reports prepared and submitted in connection with Property Management operations.

This chapter shall be reserved for additional technical reference materials.

## RECORDS DISPOSAL

The Program Statement lists all supply records that can be disposed.

This chapter shall be reserved for additional technical reference materials.